

Job Description –Adult Librarian

Huntington City-Township Public Library

Position Description:

The Adult Librarian provides professional reference services to patrons, plans programs, and assists patrons with computer use and technology questions. The Librarian is responsible for coordinating the activities of other employees in their service area in order to execute programs and services. Work is performed under the direction of the Assistant Director.

Primary Objectives:

- Provide professional reference service
- Plan and execute programs
- Teach computer skills and provide technology assistance
- Oversee patrons and their use of the library maintaining the appropriate atmosphere and discipline
- Coordinate the activities of the service area

Specific Responsibilities of the Job

- Maintain physical presence in the reference area
- Ensure that the work area maintains a clean, professional appearance
- Assist patrons in identifying and finding appropriate resources and materials
- Research best practice and trends in library services
- Assist in developing appropriate policies to be approved by the Library Board
- Develop procedures for regular tasks
- Participate in organization-wide process improvement efforts
- Foster an environment of continuous improvement and efficiency
- Assist in training and professional development
- Assist in selection of collection materials
- Communicate regularly with the Assistant Director

Required Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of current library practices and ability to anticipate future trends
- Knowledge of best practices in reference services
- Knowledge of personal computers and related hardware, electronic mail, the Internet, office software, document imaging, etc.
- Ability to evaluate reference sources
- Knowledge of research and information evaluation techniques
- Skill in organizing, prioritizing, delegating, and providing multiple kinds of services
- Ability to excel as a productive and positive team member
- Ability to communicate effectively both verbally and in writing

- Ability to lead an effective meeting
- Ability to establish and maintain effective working relationships with other employees, patrons, and the public
- Ability to contribute to a positive work culture that fosters excellent customer service and teamwork

Education and Experience

- Degree or equivalent experience: Master's Degree in Library Science required
- Years of experience: At least 2 years of library experience preferred
- Specialized training in: Library Science, Reference
- Certification: Must hold or be eligible to hold Indiana State Library Certification LC6 or higher

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

- While performing the responsibilities of the job, the employee is required to talk and hear.
- The employee is often required to sit and use their hands and fingers, to handle or feel.
- The employee is required to stand, walk, reach with arms and hands, occasionally climb or balance, and to occasionally stoop, kneel, crouch or crawl.
- Extended periods of sitting and using computers are common.
- Extended periods of standing may be required.
- Occasional extended periods of walking may be required.

Work Environment

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- The employee may occasionally be exposed to chemicals used in common cleaning products.
- The noise level in the work environment is usually quiet to moderate but may occasionally be loud when around machines.
- In general the majority of the work day will be in an office environment.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.