

# ZION-BENTON PUBLIC LIBRARY JOB DESCRIPTION

## Adult Services Reference Librarian

<b>Title:</b>	Adult Services Reference Librarian
<b>FLSA Status:</b>	Exempt, Part-Time with Pro-rated Benefits
<b>Schedule:</b>	21 hours per week, requires evening and weekend hours.
<b>Reports To:</b>	Adult Services Coordinator
<b>Jobs Supervised:</b>	None – may train and oversee department volunteers; may assist in supervising support functions for shift
<b>Job Summary:</b>	The position focuses on the development and implementation of programs, collections, and outreach supporting digital literacy and the promotion of library resources.

### **Nature and Scope of Position:**

We are looking for a creative, friendly, and enthusiastic individual with excellent interpersonal skills who can effectively promote and utilize library resources to serve our patrons. The candidate will also provide reference services, reader's advisory and computer assistance to adult patrons in the library as well as through the library's other communication channels. The individual will also perform collection development duties as assigned and help with promotion of our collection and resources in the library and online. The individual should be versatile, customer-focused, and adaptable to emerging trends. Ability to communicate in Spanish is highly desired.

### **Duties and Responsibilities:**

- Develop collection in areas assigned, including acquisitions and weeding; use informational resources to identify materials needed.
- Develop program ideas and find new ways to engage patrons within the library, community, and online.
- Assist in managing and promoting databases
- Assist in troubleshooting library technologies, including hardware, databases, and web software.
- Provide instruction and assistance to patrons using library equipment and resources, including devices and mobile technologies
- Help promote department and library initiatives through communication channels such as social media and the library's website.
- Stay updated with technology trends and coordinate training for patrons

### **Education and Experience**

- MLS/MLIS from an ALA-accredited school or Master's degree in related field preferred
- Previous library work experience desirable, preferably in a public library
- Listening and communication skills
- Experience with productivity software: MS Word, Excel, PowerPoint
- Ability to stay organized and use time effectively while working independently

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- Ability to exercise judgement when dealing with the public and staff
- Ability to work well within a team and be adaptable to change
- Knowledge of library automation such as online catalogs and ILS programs
- Aware of library related resources, including databases and digital materials
- Ability and desire to work with patrons of all ages and skill levels

### Physical and Other Requirements

- Must be able to move with patrons throughout the building to provide, explain, and interpret resources
- Frequent sitting, moving, bending, stooping, lifting, and reaching
- Must be able to push and pull library carts with materials
- Must have access to transportation necessary to attend library-related meetings, events, and conferences
- Vision for far and near

**Contacts:** Patrons, volunteers, other library staff, vendors, and peers at other organizations.

**Working Conditions:** Normal Office conditions

This is a part-time position with pro-rated benefits, including paid vacation, holidays, sick and personal time, and retirement benefits. Schedule requires day, evening and weekend hours. The pay range for new hires in this position starts at \$19.30 per hour, depending on qualifications.

To Apply: email cover letter, resume, and online application to [lfrey@zblibrary.org](mailto:lfrey@zblibrary.org) by May 11<sup>th</sup> 2022.

Zion-Benton Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.