

# ZION-BENTON PUBLIC LIBRARY JOB DESCRIPTION

## Adult Services Librarian

<b>Title:</b>	Adult Services Librarian
<b>FLSA Status:</b>	Exempt, Part-Time
<b>Schedule:</b>	18 hours per week, flexible hours, but would prefer mornings and one Sunday a month required.
<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>	Works with the Adult Services Department to provide reference, readers, viewers, and listeners advisory; collection development; technology life skills; and literacy support from the reference desk and at community events. Responsible for ongoing professional development to enhance knowledge and skills as community needs and professional standards evolve.

### **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:**

- Maintains a positive environment in the workplace; greets patrons as they enter the department; monitors patron behavior; tactfully and proactively handles problems per established procedures; promptly refers problems to security monitors as necessary
- Provides reference and readers advisory assistance to patrons in person, on the telephone, or electronically (via chat or e-mail) using print and digital resources.
- Develops collection in areas assigned, including acquisitions and weeding; regularly reads book reviews, publishers' catalogs, and researches other information sources to identify materials to meet customer information needs and promote reading for pleasure
- Creates appealing displays, promotional materials, and annotated bibliographies and online path finders to enhance the use of library materials and services
- Assists and instructs patrons in the use of the library catalog, electronic databases, the Internet, and various software applications
- Assists and instructs patrons on the use of the library computers and peripherals, copiers, eReaders, tablets, smartphones and other devices
- Collaborates with IT staff to troubleshoot computer problems, wi-fi network, and other electronic equipment

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- May plan, facilitate, and implement programs and classes for adults and families at the library and in the community; includes but not limited to, language instruction, discussion groups, computer classes, and genealogy workshops.
- Attends and participates in staff, department, and other job-related meetings
- Recruits, interviews, hires, trains, and schedules volunteers
- Acts as Person in Charge as assigned
- Performs other duties as assigned

**Contacts:** Patrons, volunteers, other department personnel, and peers at other organizations

**Working Conditions:** Normal office conditions

### Physical Demands:

- Requires full range of motion, including standing, sitting, or walking for extended periods
- Requires bending, stooping, and reaching to retrieve library materials
- Must be able to move a two-sided book cart loaded with books and other library materials
- Must have dexterity and eye-hand coordination to move materials or operate automated equipment
- Must be able to lift boxes of books, paper, or other items

### Education, Experience, and Skills Required for Entry Into the Job:

- Ability and desire to work with people of all ages and skill levels
- Ability to represent the library at professional and community events
- Knowledge of public library operations
- Extensive knowledge of or ability to learn computers, networks, online information tools and applications, including Internet searching
- Knowledge of library automation including online catalogs and databases
- Knowledge of or ability to learn collection development practices
- MLS/MLIS from an ALA-accredited program, or equivalent combination of education and experience preferred
- Ability to speak, read, and write Spanish desired

### Special Requirements

- Access to reliable transportation to work at the library and offsite as needed
- Schedule may include evenings and weekends

### General Requirements for all library employees:

- Commitment to providing uniformly gracious and friendly service to all people
- Ability to establish and maintain harmonious working relationships

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- Commitment to the library's mission and goals
- Ability to read, write, and speak English
- Ability to give and receive instructions in English
- Alpha-numeric recognition skill
- Ability to exercise good judgment
- Ability to use basic office equipment: telephone, fax, email
- Ability to work independently
- Ability to contribute to a team
- Honest, punctual, accurate, able to maintain confidentiality
- Ability to pass a criminal background check

This is a part-time position with limited benefits, including pro-rated personal time. Schedule is flexible, but requires one Sunday a month. The pay range for new hires in this position is \$19,543.32-\$29,006.64 (\$20.87-\$30.99 per hour), depending on qualifications.

To Apply: email cover letter, resume, and online application to Lindsay Frey, Adult Services Coordinator at [lfrey@zlibrary.org](mailto:lfrey@zlibrary.org). The position will be open until filled.

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