

**CROMAINE DISTRICT LIBRARY**  
**Hartland, Michigan**

**Adult Services Librarian – 20 hours per week**

**REPORTS TO:** Adult Services Manager

**JOB SUMMARY:** Provides services to adults of all ages, but may also serve children, tweens, and teens, their caregivers, teachers, and adults who work with them; helps patrons to use the library effectively and assists with collection development and library programs for all ages.

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

**DUTIES AND RESPONSIBILITIES**

***Essential Job Functions***

**Reference & Reader's Advisory**

Provide effective, positive, and personalized reference and reader's advisory services in person, by telephone, and e-mail, using print, nonprint, and electronic resources at least.

Conduct efficient reference interviews to determine information need and best sources to use.

Move through the library regularly to check with patrons regarding their information needs.

Provide assistance and instruction to the public on the use of the library, its materials, electronic information sources, and the computer catalog.

Assist library users with electronic information sources and the computer catalog as well as devices that provide access to both.

Initiate ILL and purchase requests promptly.

**Collection development**

Select and order materials based on reviews, catalogs, recommendations and patron requests.

Preview new materials being added to the collection in order to know what is available and provide it quickly to the patron.

Evaluate collection in assigned areas regularly for development or weeding.

Compile bibliographies, blog posts, path finders, files and reports in print or electronically, participating in social media expression.

**Library Events & Public Relations**

Assist with arrangements and publicity for events, exhibits, displays, and other activities of community interest.

Prepare and conduct experiences on-site and in a variety of outreach settings.

Assist with newsletter, web site, social media and other forms of communication to the community.

Promote the library through tours and outreach activities.

### **Computer**

Keep up to date with new technology and ways of accessing information.

Perform basic hardware troubleshooting in order to resolve equipment problems as quickly as possible.

### **Other**

Maintain statistics on use of library resources as well as report statements regarding outcomes.

Act as back-up for the other departments, including Circulation, as needed.

Participate in professional meetings and continuing education activities.

Stay current with changes in library services through continuing education, reading professional journals and networking through professional associations and colleagues.

Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.*

### **Education, certification and training**

Masters degree in Library Science, or 30 credit hours toward the degree, from an ALA accredited library school.

Professional Librarian's certificate from the Library of Michigan.

Library experience desirable.

### **Skills and abilities**

Genuine interest in providing superior public service.

Ability to achieve and maintain cooperative and effective relations with members of the general public and with other employees.

Solid knowledge of popular reading materials, reference tools, and electronic resources.

Ability to select appropriate reading materials for the assigned collections.

Ability to present innovative and traditional programs for all ages, but especially adults.

Ability to prepare attractive library exhibits.

Ability to work independently and take initiative.

Ability to use and teach a variety of technologies, including operating systems, integrated library systems, software for communications and graphics, web design, and others.

Excellent oral and written communication skills in English.

### **Physical abilities**

Physically able to operate a variety of machinery and equipment, including office equipment such as computers, calculators, copiers, facsimile machines, CD/DVD players.

Ability to stand or sit for extended periods of time to use computer workstations, including keyboard and visual display terminal.

Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads of up to 50 pounds, and to carry cartons of books of reasonable weight (25 pounds or less)

Must be able to pay close attention to details and concentrate on work

Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data or things

Time management ability to set priorities in order to meet assignment deadlines

Sufficient clarity of speech and hearing or other communication capabilities which permit effective communication

Sufficient vision or other powers of observation to permit employee to read books and patron requests

Sufficient manual dexterity which permits the employee to type and record library files

Sufficient personal mobility and physical reflexes which permits the employee to re-shelve library materials and work at public service desks

### **Other**

Flexibility in scheduling, including the ability to work evenings, Saturdays, and Sundays.

*The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as an expression of absolute employment or promotional standards but as general guidelines and should be considered along with other job related selection or promotional criteria.*

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to talk or hear, and occasionally required to travel to other locations. The employee is frequently required to sit, stand, walk, reach with hands and arms, use hands to

finger, handle, or feel, and stoop, kneel, or crouch. The employee regularly must lift and/or move moderately heavy objects. Specific vision requirement of the job include near vision, distance vision, color vision, and peripheral vision.

*The physical demands and work environment characteristics described above are representative of those an employee encounters while performing the essential function of the job.*

Adopted 8/98; rev. 12/01, 10/02, 6/09, 6/12, 6/14, 1/16, 6/16