

Merrill Memorial Library Adult Services Librarian

Summary of Responsibilities

A variety of routine manual and clerical work at the Circulation and Information Desks in the Library, organization and running of Adult Programming. Purchasing materials for the Adult Fiction, Large Print, Mystery Collections, as well as maintenance of those collections.

Supervision Received

This is a part time position under direct supervision of the Library Director and Assistant Director.

Supervision Exercised

Manages and recruits Adult Volunteers

Essential Duties and Responsibilities

- Circulation work at the front desk, greeting patrons, maintaining patron record accuracy, processing new library card applications, retrieving holds, making phone calls, answering email, use of photocopy/scan/fax machine, shelving and other clerical work
- Assists in processing of Interlibrary Loan materials. Packing, unpacking totes, checking materials for damage, scanning materials in
- Reference work at the Information Desk in-person and via telephone or email, retrieving materials for patrons, providing Readers' Advisory, processing new library card applications, shelving and other clerical work
- Reads professional journals and reviews, and receives patron requests for the selection of materials for the Adult, Mystery and Large Print collections of the Library
- Replaces, withdraws and packs up materials removed from the collection.
- Creates bibliographies and displays to enhance the library experience and to promote use of library resources
- Manages a budget for materials and programs
- Recruits and trains adult volunteers for the Library
- Organizes and co-hosts the Readers Circle Book Group with the help of the Circulation Assistant
- Organizes and runs a variety of Adult Programming for the Library, virtually and in person
- Maintains necessary operating records and statistics
- Provides outreach services for homebound patrons
- Works one evening/wk and one Saturday every 4-5 weeks
- Attends professional development library conferences, seminars, networks, reads professional literature and participates in staff meetings
- Performs a variety of miscellaneous duties as assigned, running errands for materials for programs, library supplies, setting up rooms for events
- Must possess strong oral and written communication skills and be committed to excellence in customer service

Required Qualifications:

Education and Experience

- Graduation from college or university with a Bachelor's degree in Library Science, Liberal Arts, Public Administration or a closely related field
- Prior experience in an automated Library setting

Skills and Abilities

- Knowledge of the principles and practice of modern Library systems and programs, circulation systems and processing, working knowledge of Library classification systems
- Sierra, Minerva, Excel, Word, Canva, Wordpress, Photocopy, Scan, Fax, Multi Line phone system, Chromebook, Google Drive.
- Ability to accurately maintain Library filing systems, communicate effectively, ability to establish and maintain effective working relationships with patrons, employees, supervisors, and the general public
- Ability to work in an environment subject to continuous interruptions and background noises
- Ability to represent the library at professional and community meetings
- Ability to adapt and adjust as scheduling and responsibilities change

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tools and Equipment Used

Library computer system, e-readers, smart phones, tablets, copy, scan, fax, printers, multi line phone system

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.