

POSITION AVAILABLE

Adult Services Librarian

JOB TITLE: Adult Services Librarian at the Herrick Memorial Library; Wellington, OH
DEPARTMENT: Information, Programming / Adult Services
SUPERVISES: None
REPORTS TO: Library Director
HOURS: Hourly, Full Time (38hrs.) days, evenings, weekends and may include six-day work week.
SALARY: \$16.00-\$26.00/hr. (contingent upon experience)**
POSITIONS SUPERVIZED: None

Complete and submit work application from the Herrick Memorial Library. Send cover letter and current resume to: hollinja@herrickliboh.org or mail to Janet Hollingsworth, C/o Herrick Memorial Library, 101 Willard Memorial Square; Wellington, OH 44090.

Applications will be accepted until 5:00 p.m. on Saturday, October 30, 2021

POSITION SUMMARY: Under the supervision of the Library Director, the Adult Services Librarian is responsible for providing and promoting library resources and services to persons of all ages, with a focus on adults, taking a lead role in a variety of duties including recommending and implementing new and innovative services and resources, doing collection development in the reference and the adult nonfiction collections, and planning and implementing general and specialized programming for adults.

QUALIFICATIONS:

1. MLS or MLIS from ALA-accredited university is required. Consideration will be given to candidates actively enrolled in the MLS/MLIS program with proof of current enrollment. **See – Preferred
2. Coursework emphasis on print and digital reference sources is preferred
3. Experience working in public library setting is preferred
4. Advance computer skills using Microsoft Office, G-Suite, internet and email
5. Ability to read, write, speak and understand English
6. Must be experienced and comfortable working alone and in a team environment
7. Must have advanced familiarity with a variety of social media and digital formats along with devices used by customers, like iPad, tablets, eReaders, smart phones and the like
8. Experience working with a wide variety of professional reference, research, and reader's advisory tools, publications, and resources
9. Knowledge of current trends in public library resources, services and programming
10. Reliability and above average work attendance with ability to work flexible schedule including day, evening and weekend hours (six-day work week)
11. Physical requirements: Engage in extended periods of sitting, standing, walking, bending, stooping, kneeling, twisting/turning and stretching to shelve materials throughout the library on shelves of varying heights from above shoulders to below knees. Engage in intermittent periods of climbing stairs, keyboarding and viewing computer monitors, lifting and carrying equipment and materials occasionally weighting 30-60 pounds and pushing loaded book trucks weighing 75-100 pounds or more on tile or carpet. Must be able to use hands and fingers to grasp, handle and manipulate materials and operate tools and controls, including computers, phones and office equipment. Occasionally required to get on hands and knees to look for materials that have fallen under the shelves or stand on step stool 14 ½-inches high to reach upper shelves. May need to sweep or vacuum after programs.
12. Favorable results of pre-employment background check.
13. Reliable transportation in order to meet work requirements. Valid vehicle operator's license is required, with acceptable driving record and current vehicle insurance. Travel is required.
14. Required at time of hire: proof of eligibility to work in the United States.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Library policies, procedures and operations, including emergency response (acquired after hire)
2. Knowledge of safe work practices and safe lifting techniques (acquired after hire)
3. Advance knowledge of Dewey Decimal System and alphabetization principles
4. Advance knowledge of reference interview and reader's advisory techniques
5. Knowledge of, and ability to utilize, a variety of genealogical and historical research resources to assist customers with genealogy and local history research.
6. Advance knowledge reference sources, in print and online, and an ability to utilize appropriate resources when assisting customers with selections and information.
7. Knowledge of adult literature and current trends in library service to adults
8. Ability to simultaneously manage duties and complete work with multiple interruptions and distractions
9. Ability to speak publicly to audiences of varying size and demographics
10. Ability to actively listen and communicate clearly with diverse customer base
11. Ability to understand and follow specific instructions
12. Ability to work independently in the absence of close supervision. Ability to prioritize work and efficiently carry out assigned tasks and projects
13. Ability to perform tasks in areas where seating is not provided, unless reasonable accommodation is required
14. Ability to remain mentally alert, focusing attention on detail and accuracy.
15. Skill in exhibiting an attitude of professionalism, including tact, good judgement, dependability and courtesy
16. Excellent organizational skills and attention to detail and accuracy

ESSENTIAL CORE COMPETENCIES

All HML employees are expected to continuously demonstrate the following:

1. Basic computer skills with demonstrable ability to use applications in Window environment including Microsoft Office products, internet use and email
2. Ability to efficiently, effectively and positively meet the library needs of internal and external customers
3. Ability to use good judgement and common sense when making decisions, based on Library policies and procedures, to the best interest of the Library, staff and public
4. Ability to communicate effectively, both orally and in writing
5. Ability to adapt and adjust to changing situations
6. Ability to troubleshoot and correct basic technology problems
7. Awareness of community events, resources, attractions and demographics
8. Understanding of Library policies and applicable local, state and federal laws and the ability to communicate this information to staff and customers and ensure the Library's compliance
9. Knowledge of and ability to use the content of the Library's website, online catalog and Integrated Library System
10. Awareness of the attributes and library needs of particular customer groups and the ability to apply that knowledge through materials, services and programming
11. Understand and support the Library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual (Intellectual Freedom)
12. Ability to identify and prioritize work needs
13. Ability to establish and maintain effective working relationships with supervisor and other staff members and work collaboratively with others achieve organizational goals and objectives
14. Knowledge of and compliance with the Ohio Ethics Law and the Code of Ethics and values of the Library

15. Ability to promote and support the fundamental purpose of the public library, its mission, vision, culture and structure

ESSENTIAL TASKS AND RESPONSIBILITIES

Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.

1. Consistently provide superior customer service.
2. Handle multiple interruptions at once, sustaining productivity and accuracy
3. Exhibit professional, courteous and approachable demeanor at all times
4. Work at Public Service desk as needed, and professionally and non-judgmentally provide quick and accurate answers, using appropriate reference techniques.
5. Deal tactfully and professionally with unhappy customers, resolving the customer's issues while explaining an adhering to Library policy
6. Locate and process materials to fulfill customer requests
7. Deal quickly and appropriately with emergency situations in accordance with library policies and procedures
8. Assist customers regardless of age, in the use of the adult library collections, providing directional, informational and referral services including the Children's Room and Teen area.
9. Locate credible, non-biased reference sources when seeking information for customer requests
10. Conduct in-depth and skilled reference interviews, using resources and materials in a variety of formats, to provide research assistances and connect customers to the information that they are seeking. Conduct in-depth and skilled reader's advisory services using resources and materials in a variety of formats.
11. Conduct collection maintenance in assigned areas of the collection by conducting collection analysis, evaluating existing materials, removing out of date or worn materials, and verifying physical labeling and catalog record accuracy
12. Lead the development of assigned sections of the collection, evaluating existing and new titles and suggesting final selections for the collection to supervisor
13. Participate in producing and providing regular adult programming with approval from supervisor
14. Develop and present specialized workshops and training based on customer interest, requests and needs and when requested by administration
15. Directly assist and instruct customers in using library online resources upon request either in person or over the phone
16. Assist in the use of computer reservation and print release software in accordance with library policy and procedure
17. Track and maintain statistical data within your area of responsibility or as requested by supervisor
18. Create and maintain displays with other staff on various themes and timely topics in or around the department
19. Create, publish and manage relevant and appropriate blog posts and Subject Guides within area of responsibility. Produce bibliographic aids such as reading lists, bibliographies and resource guides as needed
20. Maintain a current awareness of system wide library programs, resources, and services in order to recommend to customers as appropriate
21. Complete specialized projects as assigned, meeting the operational needs of the library
22. Work with main cataloger to make minor changes to the library catalog, as needed
23. Represent the Library publicly at meetings and other activities, as directed. Serve as a contact for community organizations including schools in your area of responsibility
24. Identify and make recommendations for improvements to operations and streamlined work processes
25. Maintain regular and predictable attendance, working days, evenings and weekends to meet the needs of the Library

26. With reasonable accommodation, meet the physical requirements and perform essential tasks and responsibilities reliably within 6 months' on-the-job experience and training probationary period.

ADDITIONAL TASKS AND RESPONSIBILITIES

Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.

1. Adhere to, support and effectively implement Administration and Board policy, procedures and core values
2. Accept payments (print, faxes, lost/damaged materials) and make accurate change
3. Assist in the training of new staff; and provide refresher training for existing staff
4. Work with supervisor to identify promotional opportunities for services and resources available
5. Participate in the Library's community engagement efforts and activities
6. Engage actively in professional development and monitor changes in the profession through meetings, professional association membership and activities and professional reading, bringing ideas and suggestions to the attention of the supervisor
7. Act as Person-In-Charge when requested, work Sunday rotation when scheduled; perform Library opening and closing procedures when scheduled
8. Clean up bodily fluids as necessary following safety procedures
9. Perform additional tasks as required by the Director.

****Preferred:** Previous library experience (1-3 years). Applicants with 7 credit hours or less towards completion of the MLIL will also be considered under certain conditions. Individuals hired under these conditions will begin as a Public Service Assistant (\$15/hr.), and upon confirmation of completion of the MLIS degree will be moved to Adult Services Librarian(\$16/hr.).