



GLORIA COLES FLINT PUBLIC LIBRARY

Adult Librarian

Reports to: Director of Library Services & Operations

Range: Exempt / AFSCME Librarian Salary Schedule

\$56,545-\$65,330

52-week position, 40 hours per week (See Note)

Summary: The Adult Librarian is responsible for the development and implementation of programs and services for adults in collaboration with other library staff and under the guidance of library management.

Duties

1. Provides reference, readers' advisory services, research instruction, and instruction in the use of computers, databases and online search tools.
2. Develops and maintains special area of service or resources as assigned.
3. Assists with collection development of the adult collection overall and particularly any assigned areas of resources.
4. Participates with management and the Adult Services team in setting strategic priorities and in planning and conducting adult services and programs.
5. Interprets library services and procedures to patrons and the community both inside the library and through outreach.
6. Gathers and reports statistical and evaluative data as assigned.
7. Participates in professional activities at local and regional levels, keeps abreast of current trends and developments in the profession, and shares information with co-staff.
8. Participates in the local Flint community as a community member.
9. Performs other duties as assigned.

Qualifications and Job Requirements

1. The job requires an MILS Degree from an ALA accredited library school. Equivalent experience may be considered.

2. Demonstrated commitment to excellent customer service and creating a welcoming environment for diverse populations.
3. Relevant experience in program development, evaluation, presenting, and facilitating.
4. Effective interpersonal communication skills involving enunciation and articulation and the ability to present prepared materials to various audiences while conveying enthusiasm and passion for the work and resources of the library.
5. Relevant experience in developing and presenting programs for target audiences.
6. Computer skills to effectively utilize library and business applications as well as a variety of other digital media platforms, and a demonstrated ability to self-learn new digital skills.
7. Ability to travel between work locations and related places of business as needed.
8. Ability to perform work under minimal supervision with latitude in exercising judgment in determining work methods and results.
9. Ability to work in situations with multiple deadlines while working with formal and informal leaders across internal library departments and/or external agencies using project management and relationship building skills.
10. Hearing ability to answer telephone inquiries and visual abilities to facilitate interactions while using technology.
11. Physical ability to lift/carry materials weighing up to 50 pounds.

Working Conditions:

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise, though there may be some outdoor work in temperate weather.
2. Requires regular travel between community locations, and may include out of county or out of state travel for meetings and conferences.
3. Work hours may be varied, including evenings and weekend hours.
4. Frequent sitting/standing in one position for extended periods of time.

NOTE about working hours:

Gloria Coles Flint Public Library is open to the public Tuesday through Saturday. All public service staff work those hours, which includes three evenings (see www.fpl.info for open hours). Saturdays off are available on five holiday weekends throughout the year and with staff vacations.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

