

**ADRIAN DISTRICT LIBRARY
JOB DESCRIPTION**

ADULT SERVICES LIBRARIAN

Position Summary: Plans and executes services and programs for the Adult Services Department of the public library; including book selection, reference, cataloging, programming and any other library-related work as required.

Reports to: Library Director

Supervises: Does not directly supervise other employees, but acts as the Librarian in Charge (LIC) at times and oversees the work of library assistants and clerks working on adult services projects.

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Develops, implements and evaluates library services, programs and activities for adults.
2. Selects, evaluates and orders all library materials for adults, including reference materials and electronic resources. Catalogs and classifies new materials and evaluates and discards outdated materials as needed. Tracks budget for materials and reports as required.
3. Provides reader's advisory and reference assistance for all ages in the selection, location and use of materials and equipment. Promotes and assists patrons with use of genealogy and local history resources located in the Heritage Room.
4. Plans, organizes and presents unique in-house and outreach programming for adults in the community, including an adult summer reading program.
5. Performs various public relations functions, such as library tours, public speaking, preparing promotional materials and press releases for radio and newspaper, developing in-house displays and helping maintain the library's social media accounts.
6. Researches funding sources for adult programs, services and materials. Writes and administers grants and prepares various records and reports as needed. Solicits donations for summer reading programs as required.
7. Maintains, troubleshoots and evaluates computers and software used by adults.
8. Creates bibliographies of interest to adult community members.
9. Provides instruction and coordination for staff and volunteers assigned to work in adult services.
10. In close coordination with library director and other senior staff, develops and recommends library policies and procedures and executes established procedures.

11. Keeps informed and updated on recent trends in materials, services, and policies related to public libraries through professional journals and organizations, workshops, conferences and listservs.
12. Performs other library-related tasks as assigned.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

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

Requirements include the following:

- A Master's Degree in Library Science from an ALA-accredited library school.
- Two years of professional public library experience is preferred. Previous experience with Adult Services or Information/Reference Services is strongly preferred. Students currently enrolled in a graduate program of library and information studies and those with less than two years of professional public library experience will be considered for the position at a lower starting pay rate.
- Ability to obtain State of Michigan Librarian's Permanent Professional Certificate.
- Knowledge of the professional procedures and practices of library administration to plan and implement programs and services to meet community needs.
- Skill in planning, promoting and implementing specialized library programs.
- Ability to work constructively and interact professionally with other employees and patrons.
- Ability to travel to other locations and transport related program materials.
- Basic technology skills including familiarity with Microsoft Office and social media platforms.

Physical Requirements and Work Environment:

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

An employee in this position spends the majority of his/her time in a library setting with a controlled climate where they move around the library to assist patrons, sit and work on a computer, communicate by telephone, email or in person, or travel to other locations to attend meetings. An employee in this position is required to reach and stoop to access