



Town of Randall • Villages of Paddock Lake • Salem Lakes • Twin Lakes

June 29, 2024

**Position Vacancy
Adult Services Librarian**

The Community Library is currently accepting applications for the position of Adult Services Librarian.

The Community Library is looking for a professional and enthusiastic person to provide high-quality service for the Adult Services Department. This is a full-time position requiring 40 hours per week including some evening and weekend hours. Flexibility in scheduling is required. The Community Library is comprised of two buildings serving four western Kenosha County municipalities. This position will require travel to both branches as well as various area organizations.

Required Qualifications

The ideal candidate will possess an American Library Association accredited Master's degree in Library and Information Science and at least three years of professional librarian experience. Any equivalent combination of experience and training will be considered. The candidate must be technology-savvy and comfortable with both current technologies and learning new ones. Supervisory experience is preferred.

Duties and Responsibilities

Responsibilities include, but are not limited to: reference and reader's advisory guidance to patrons of all ages; developing and implementing programming for adults and young adults including computer classes, book clubs and library-wide reading programs; and assisting with adult collection development and maintenance.

Benefits and Salary

Benefits include health and life insurance, retirement plan and paid holiday, vacation and sick time. Starting wage is \$20.52 per hour.

Starting Date

As soon as possible.

How to Apply

Send a completed employment application, a cover letter and resume to LeeAnn Briese, Director, Community Library, 24615 89th Street, Salem, WI 53168 or to lbriese@communitylib.org

Applications accepted until the position is filled.

Adult Services Librarian
Position Description

Summary of Responsibilities

Under the general supervision of the Adult Services Manager, the Adult Services Librarian is responsible for providing reference and reader's advisory guidance to patrons of all ages; developing and implementing programming for adults and young adults including computer classes, book clubs and library-wide reading programs; and assisting with adult collection development and maintenance.

Qualifications

- Four-year college degree required; Master of Library and Information Science degree from an American Library Association accredited institution or equivalent work experience preferred;
- Experience working with patrons of all ages.
- Excellent verbal, listening and written skills including the ability to convey information in an educational, instructional and creative manner;
- Proficiency in current technologies and the ability to learn new ones;
- High quality customer service skills.

Principal Duties and Responsibilities

Essential Job Functions

- Provide direct services to Library patrons in making full use of reference and circulating collections, periodicals, electronic resources, system and area resources, including interlibrary loans.
- Respond to patrons in locating materials and information in person, by telephone, mail, e-mail or online chat.
- Interview patrons to determine the scope of information needs and recommend appropriate resources to answer their needs.
- Provide service in a timely, sensitive and confidential manner, consistent with a high level of customer service. Assure high patron and staff satisfaction in all transactions. Assure the prompt, appropriate handling of patron concerns.
- Plan and implement appropriate quality programming for adults.
- Participate in material selection and collection maintenance as assigned by the Adult Services Manager.
- Provide assistance at Library locations to users in accessing library collections, answering information questions, provide reader's advisory assistance and assist in operating equipment.
- Serve as person-in-charge when required.

General Job Functions

- Respond to patron inquiries about library services, including the interpretation of library policies and procedures.
- Maintain knowledge of current library trends and participate in appropriate conferences, workshops and seminars to develop professional and leadership skills.
- Recommend changes or improvements in services or programming for Library Services to Supervisor.
- Instruct, train, direct and review the work of Library Assistants as directed by Supervisor.

- Foster a collaborative relationship with community groups, businesses, organizations, educational institutions and agencies in Kenosha County, by providing information about the Library and its services.
- Participate in marketing library collections, including arranging materials displays.
- Assist in promoting library services as requested.
- Explore grant opportunities and activities relating to adults as required.
- Maintain a working environment within the Library that will sustain a high level of employee morale and productivity.
- Represent the Library on community committees as appropriate and upon the request of the Supervisor.
- Keep Supervisor informed of safety, mechanical and maintenance problems and report to appropriate staff as needed.
- Perform duties of the Circulation and Youth Services Departments as needed.
- Perform other tasks and projects as assigned.

Knowledge and Abilities

- Ability to work effectively with patrons of all ages.
- Ability to operate computer software and manage computer technology.
- Ability to perform complex searches using print and electronic resources.
- Ability to present information effectively and respond to questions from patrons.
- Ability to handle multiple interruptions at once, working patiently, cooperatively and pleasantly with the public and employees.
- Ability to comprehend and follow instructions in verbal and written form.
- Ability to develop library procedures and practices and apply them to library operations.
- Ability to use knowledge and training to enhance the library's productivity.
- Knowledge of the Integrated Library System and ability to implement changes.
- Ability to operate library business machines.
- Ability to identify, schedule and evaluate paid performers, authors, presenters and special guests.
- Ability to respond appropriately to emergencies, including crisis management and follow up documentation.
- Ability to evaluate and make independent decisions based on experience, knowledge, and training.
- Ability to drive between Community Library locations and travel to meetings outside of the library.
- Ability to adapt and maintain a flexible work schedule, including working days, evenings and weekends.

Job Performance Standards

- Actively support Community Library's mission;
- Maintain patron confidentiality and library rights;
- Adhere to *Community Library General Guidelines and Procedures, Work Rules, and Other Employee Information*;
- Adhere to the American Library Association's *Library Bill of Rights, Code of Ethics, Freedom to Read Statement, and Freedom to View Statement*;

Physical Requirements

- Ability to stand or sit and use a computer workstation, including keyboard and monitor, for extended periods of time;
- Ability to work in confined spaces;
- Bending, twisting, and reaching;
- Far vision at 20 feet or further; near vision at 20 inches or less;
- Fingering: keyboarding, writing, filing, sorting, shelving;

- Handling: shelving books;
- Lifting and carrying: 50 pounds or less;
- Pushing and pulling: objects weighing 300-400 pounds on wheels;
- Sitting, standing, walking, climbing, stooping, kneeling and crouching;
- Ability to transport books and/or programming materials of various shapes and sizes up to 50 pounds between Community Library locations and within each location.