**Reddick Public Library District**

## JOB DESCRIPTION

### **TITLE:** Adult Services Librarian **SALARY REVIEW:** Annually

**CLASSIFICATION:** Full-time, Non-Exempt

**REPORTS TO:** Library Director

**Definition:**

A professional position developing and coordinating the Library’s programs and services for adults, emphasizing those that align with the Library’s mission and respond to adult needs and interests.

**Duties:**

* Plans, presents, and supervises programs for adult library users. Supervises other staff presenting programs and events.
* Selects and schedules outside performers for adult programs.
* Selects and maintains the Library’s adult collection of e-books, e-audiobooks, nonfiction books, and other collections as assigned.
* Manages the Library’s serials collection with jobbers and publishers, enters serials into catalog, and withdraws serials as required.
* Acts as a reference and reader’s advisor librarian for adult department.
* Coordinates and delivers outreach services and materials to adults. Supervises other staff performing outreach services.
* Develops and manages summer reading program for adults.
* Assists patrons with information regarding use of library materials, equipment, and services on the fly and through scheduled appointments.
* Plans and executes bibliographies, book displays, and other promotional materials relating to adults.
* May conduct library orientation, tours and visits for guests.
* Orders and maintains federal and state tax forms; provides information to library colleagues.
* Maintains a working relationship with librarians and staffs of community agencies/organizations serving adults.
* Attends meetings, seminars, and professional workshops as required.
* Recommends necessary expenditures for department during budget preparation.
* Recommends policies and procedures related to adult department.
* Prepares monthly report for director as required.
* Establishes and maintains effective work relationships with co-workers, staff of other libraries, and the general public.
* Serves as person in charge of the building at designated times.
* Cooperates as a member of the library management team.
* Cooperates as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

**Qualifications:**

* Master’s degree in Library Science, preferably from an ALA accredited institution.
* Knowledge of the theories, principles and techniques of librarianship.
* Ability to translate adult users’ needs and interests into effective library services and programs.
* Ability to interpret library goals, objectives, and policies for colleagues and the public.
* Ability to work independently to develop, plan, and organize programs and services for adults.
* Ability to relate to co-workers in a positive and responsive manner.
* Ability to exercise tact, leadership and judgment and coordinate, plan and administer for quality library service to the community.
* Ability to communicate effectively in English, both orally and in writing. Ability to communicate in Spanish desirable.
* Must be able to work evenings and weekends.
* Must have valid driver’s license and access to a vehicle.