



Reference/Programming Librarian

Revision Date:	August 2017
Department:	Reference and Reader Services
Job Grade:	7
FLSA Status:	Non-Exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Head of Reference and Reader Services

General Description

The Reference/Programming Librarian provides information on a wide range of topics using print and non print materials; provides extensive services in reader's advisory; selects, maintains and weeds materials in assigned subject areas; performs a variety of technical tasks and instructs patrons on the use of equipment, software and databases; and attends workshops, seminars and conferences to maintain current professional standards. In addition, this position is responsible for planning, coordinating, and evaluating adult programming.

Major Duties and Responsibilities (to include, but not limited to)

1. Provides reference and reader's advisory to departmental patrons. Utilizes library technology including online databases and the Internet, as well as traditional library resources, in answering patron queries. Instructs and guides patrons in the use of library resources.
2. Selects, replaces, and weeds materials in designated collection areas using a variety of review sources.
3. Plans, coordinates, attends, and evaluates programming to serve the needs and interests of adults in the community. Works with various community organizations to bring in speakers and presenters.
4. Works with the Community Engagement Coordinator to promote the adult programs in the print and e-newsletters and other media outlets; responsible for the content of adult programs section on the library website and calendar of events.
5. Administers adult programming budget.
6. Assists patrons with equipment, such as photocopiers, microform machines, PC workstations, and mobile devices.
7. Promotes interest and use of the collection and services within the library utilizing a variety of methods including assembling displays, bulletin boards, and signage; and creating print and online bibliographies.
8. Plans and implements outreach activities related to adults, in conjunction with the Community Engagement Coordinator and other library departments, as necessary.
9. May lead book discussions and coordinate seasonal department programs.
10. Engages in professional development appropriate to Adult Services, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings.
11. Other duties as assigned.

Contacts Outside of Department

- All other library departments.
- Library patrons.
- Outside agencies.

Necessary Knowledge, Skills, Abilities

1. Extensive knowledge of adult literature, area reference resources and use of technology.
2. Extensive reading background in a variety of genres and subject areas.
3. Ability to plan and coordinate programs.
4. Working knowledge of Windows operating system.
5. Working knowledge of Microsoft Word.
6. Ability to use good judgment in relation to library policies applied to the public.
7. Ability to exercise initiative and to make independent decisions.
8. Ability to empathize and relate to patron needs, exploring beyond the initial question to determine the actual information desired.
9. Ability to organize work.

10. Ability to work collaboratively with others. Able to establish good relationships with program presenters, speakers, and performers.
11. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. MLS degree from an ALA-accredited graduate school.
2. One year of work experience, in a public service environment.
3. Must be available evenings and weekends.

Working Conditions

Office environment

Physical Demands

Walking, standing, sitting

Lifting heavy books

Pushing carts

Shifting books

Extensive hours of computer use

Must be able to lift, push and pull equipment and furnishings as necessary to set up for programs.

Other Essential Job Requirements

None