

City of Portage

Job Description

Job Title: Adult Services Librarian

Department: Portage Public Library

Reports To: Library Director

SUMMARY

Under general supervision of the library director, directs the activities of adult services.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned.)

1. Plans, organizes, and conducts library services and programs for adult library users.
2. Develops subject areas in the library materials collection, selects materials for purchase, and maintains the adult collections.
3. Catalogs library materials and maintains accuracy of the public catalog.
4. Coordinates the book memorials program.
5. Advises the library director regarding policies and procedures that pertain to adult services.
6. Assists in library technology planning, implementation and management.
7. Performs supervisory and administrative duties of the library director in his/her absence and acts as the second point of contact in urgent situations.
8. Supervises and trains library support staff.
9. Confers with community groups in an advisory capacity.
10. Conducts library tours, presents programs to local groups and performs other outreach activities for library patrons.
11. Promotes adult programming through flyers, news releases and other types of publicity.
12. Provides reader's advisory, reference and other public assistance services.
13. Provides backup assistance at the circulation desk.
14. Carries out library policies and procedures.
15. Compiles statistical information on adult programs and services.
16. Serves on professional and library system committees as assigned by the director.
17. Performs light housekeeping.
18. Performs other related work.

KNOWLEDGE AND ABILITIES

1. Ability to perform cataloging, classification, reference work and materials selection.
2. Ability to plan, organize and carry out a program of library services for adults.
3. Strong interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
4. Ability to plan, organize, train, supervise and evaluate the work of library employees.
5. Ability to maintain confidentiality of library user information.
6. Ability to use computer software and manage computer technology.
7. Ability to work independently, organize and prioritize work, respond to varied/changing work demand and make decisions as required.

8. Advanced knowledge and understanding of subject areas assigned, and of basic library principles, procedures, technology, goals and philosophy of services.
9. Mobility: travel to meetings outside the library.
10. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.

EDUCATION AND EXPERIENCE

Master's degree or equivalent, and/or one to three years related experience and/or training.

LANGUAGE/COMMUNICATION SKILLS

1. Ability to effectively present information and respond to questions from library users.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to interact positively and pleasantly with patrons of all ages.
4. Ability to write reports, business correspondence, and procedure manuals.

MATHEMATICAL SKILLS

Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator.

REASONING ABILITY

1. Ability to apply technical knowledge.
2. Ability to deal with several abstract and concrete variables.
3. Ability to interpret technical regulations and instructions.
4. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
5. Creative Decision-making: effectively evaluate or make independent decisions based on experience, knowledge or training.
6. Planning and Organizational Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
7. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the library director when necessary.
8. Time Management: set priorities in order to meet assignment deadlines.

PHYSICAL DEMANDS

1. Ability to work in confined spaces.
2. Bending/twisting, and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing filing, sorting, shelving, and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.

9. Talking and hearing; use of the telephone.

ENVIRONMENTAL/WORKING CONDITIONS (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Flexible work hours; frequent and evening and weekend hours.
2. Occasionally exposed to outside weather conditions.

EQUIPMENT USED

Computers, tablets, smartphones, Point of Sale system, audiovisual equipment, book cart, calculator, fax machine, library automation system, microfilm reader, photocopier, and telephone.