

## Lincoln County Public Library

### Job Description

#### Adult Services Librarian

**General Description:** The Adult Services Librarian plans, organizes and supervises library programs for adult library users; participates in short and long range planning for adult and general library services; coordinates activities with other library services; assists patrons in the selection and use of library materials; performs general desk duties including circulation and reference; performs general collection development and management activities. Must be able to work flexible hours, including evenings and weekends.

**Supervision Received:** Works under the general supervision of the Director and Assistant Director

**Supervision Exercised:** Oversees volunteers and other assistants as needed.

#### **Essential Functions:**

##### Programs

- Plan, promote, implement and evaluate a regular schedule of adult programs in the library and throughout the community
- Set up and clean-up program space, attend programs, and assist presenters as needed
- Assist in coordinating library activities, programs, displays, exhibits, and services based on community needs and interests

##### Marketing

- Develop and implement marketing strategies for programs, services, and resources through displays, flyers, brochures, posted notices, telephone calls, and website updates upon Director approval
- Assist as a community liaison to promote library services and programs through tours, demonstrations, presentations, and displays. Represents the library at community or professional meetings, as needed
- Survey community for relevancy of Library programming goals and plans to attract users for programs

##### Administration

- Prepare statistics, reports, and grants related to Adult Services
- Keep current with library trends, issues, and technology and political, economic, and demographic issues that may affect library services and programs
- Contribute to the strategic plan and short- and long-term goals
- Determine and adhere to established budgets, tracking of detailed information, and participation in procedure/policy setting

##### Other

- Perform the full range of circulation desk procedures using an automated circulation system following established library policies, including checking materials in and out, collecting and recording fines and fees, registering and updating patrons
- Troubleshoot technical problems and provides technical support or instruction to patrons on all library equipment and devices
- Evaluate materials and services and assist in collection development, including the selection of materials for library acquisition and weeding
- Answer reference and genealogy questions in person and through various means of communication, using print and non-print sources within the library and from remote databases

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- Help maintain an environment that provides for the enjoyable and convenient use of library resources
- Perform other duties as assigned

#### **Knowledge, Skills, and Abilities**

##### Knowledge

- Knowledge of the principles and practices of public library functions and the ability to put them into practice
- Knowledge of activities management, marketing, public relations, and event planning
- Knowledge of print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, the Internet, and library and vendor-based systems
- Strong knowledge of computers and technology

##### Skills

- Proficiency with Windows-based PC's, Microsoft Office products, Web searching, email, and related technical skills
- Skill in using independent judgment in a wide variety of situations
- Excellent interpersonal and communication skills; strong writing and presentation skills
- Possess excellent organizational skills and be detail-oriented to effectively plan, schedule, and organize work

##### Abilities

- Ability to initiate, develop, organize, and implement programs, services, and projects for adults
- Strong ability to present ideas and to provide instruction. Comfortable with teaching and use of various forms of technology
- Ability to perform with a minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments
- Ability to communicate tactfully and effectively in English (Spanish, sign language, and other languages helpful): verbally and in writing, with staff and the public, and in-person, by telephone, or through electronic medium
- Demonstrates energy, creativity, and enthusiasm toward planning and delivering activities
- Ability to establish and maintain effective working relationships with superiors, subordinates, associates, and the general public
- Ability to prepare and deliver brief, concise and attractive reports of library services both orally and in writing
- Ability to understand and interpret library policies, procedures, and rules
- Ability to work independently, set priorities, and manage multiple projects
- Requires physical ability to provide setup and cleanup for programs of all types, both indoor and outdoor

#### **Qualifications, Education, Experience**

- 3 years of relevant experience including planning and presenting programs, events, and exhibits; Experience teaching in formal or informal settings
- Undergraduate degree in a related discipline or MLS from an accredited library school
- 3 to 5 years progressively more responsible related work experience

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- Or equivalent combination of education, training, and work experience that will provide the required knowledge, skills and abilities
- Must be able to obtain and maintain Kentucky Department for Libraries and Archives state library certification
- Valid driver's license and satisfactory driving history

#### **Physical Demands**

To successfully perform this job, the employee must be able to perceive sounds at normal speaking levels with or without correction and have the ability to give and receive detailed information through oral communication. The employee is often required to sit and use a keyboard and mouse. The employee is also required to stand, walk, reach with arms and hands, bend or stretch, climb or balance, and to stoop or kneel to locate and obtain information, materials, or equipment of a wide variety of sizes and shapes throughout the library, up to 50 pounds. Must be able to grasp and turn objects. Work includes some physically challenging work, such as moving furniture or boxes to storage. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Compliance/Other**

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between LCPL and the employee and is subject to change as the needs of LCPL and the requirements of the position change.

As an Equal Opportunity Employer, the Lincoln County Public Library does not discriminate on the basis of race, color, religion, gender, national origin, disability, genetic information, military status or any other status protected by law or regulation. It is our intention that all qualified applications are given equal opportunity and that selection decisions be based on job-related factors. For more information, please contact the Library Director.