

ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.832 – PUBLIC SERVICES LIBRARIAN (Adopted 4/20/2016)

The public services librarian is responsible for identifying and interpreting patron needs; providing reference, readers' advisory, computer, and referral services to library patrons directly, by telephone, and electronically. In addition, provides programming, as needed, to patrons of all ages.

Qualifications/Demonstrated Knowledge, Skills and Abilities:

- Master's Degree in Library Science from an American Library Association –accredited institution and not less than 2 years of experience working in a public library.
- Thorough knowledge of professional library methods, reference resources and practices.
- Knowledge of books, authors, and readers' interests.
- Demonstrated behaviors that match the library's core values:
 - Positive approach, dependable, team-oriented, professional, leadership.
- Skill in the operation of computer systems and navigation of electronic resources.
- Self-motivated and ability to work independently.
- Ability to prioritize duties and complete responsibilities in a timely manner.
- Ability to communicate effectively both orally and in writing.
- Ability to deal with the public in a professional and courteous manner.
- Have or obtain valid driver's license and have reliable transportation available.
- Experience in working with library patrons of all ages.

Responsibilities/Duties

- Provides reference, readers' advisory, and referral services to patrons, in person, by telephone, and electronically.
- Provides technical/reference support to staff.
- Performs routines and procedures related to manual and automated interlibrary loans and other referral services.
- Maintains familiarity with the collection and recommends materials to be added.
- Explains basic library functions, services, and resources to the public.
- Operates and maintains library equipment.
- Collects data for statistical analysis and reports.
- Keeps abreast of current events and developments in the library field.
- Maintains current knowledge of library technology.
- Represents the library at professional and community meetings.
- Performs other duties as assigned by the executive director.
- Plans, implements, and evaluates library programs and services for patrons of all ages.

Supervision exercised: None

Supervision received: Executive Director or Designee.

Schedule of hours: As assigned and may include evening and weekend hours.

Job classification: Professional; salaried; nonexempt

The above statements are intended to describe the general nature and level of work that is to be performed by personnel under this job description. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.