

**Job Description**

Troy-Miami County Public Library

**Job Title:** Adult Services Librarian

**Immediate Supervisor:** Patron Services Senior Manager

**Status:** Full-time, non-exempt

**Job Description**

An employee in this position advances the mission of the library by providing library services to adults. Duties include, but are not limited to planning, implementing, and executing adult programs, working public services desks, and helping patrons find appropriate materials using print, and other resources.

**Responsibilities**

- Proactively provides customer service.
- Designs, promotes, presents, and evaluates programs and activities that appeal to adults, both in the library and in the community.
- Able to provide all library users with assistance in reference, readers' advisory, information literacy, and in the use of library materials (all formats).
- Recommends materials based on patrons' interests.
- Assists in materials selection for adult collections.
- Able to maintain effective relationships with fellow employees, other agencies, and the public.
- Able to retain and follow circulation policies.
- Work regular hours at public services desks.

**Qualifications**

- Must have a master's degree in library science from an accredited institution or significant coursework completed towards the degree.
- Must have a tolerance for mild chaos and a reasonable amount of noise
- Energetic, innovative, and forward-thinking
- Ability to work effectively with the public and comfortable taking "building in-charge" duties.
- Knowledgeable of reference resources and have the desire to help customers of all age groups when and where they need assistance.
- Excellent technology skills and aptitude for helping customers with computer programs such as Microsoft Office and web-based programs such as Overdrive eMedia Collection. Experience using Polaris a plus.

- Self-motivated, organized, efficient, and productive with excellent time management skills
- Able to maintain effective relationships with fellow employees, other agencies, and the public
- Excellent written and verbal communication skills
- Ability to apply active listening skills. Ability to deal effectively with confrontational individuals and/or challenging situations.
- Able to work nights and weekends as needed

### **Physical Demands and Working Conditions**

- Ability to operate standard office equipment, daily.
- Ability to stand for extended periods of time, occasionally.
- Ability to lift and move a minimum of 40 pounds, occasionally.
- Ability to push book trucks with materials on them, occasionally.
- Ability to perform repeated reaching, bending, climbing and squatting, daily.
- Ability to work in a team setting.
- Requires availability for occasional nights and weekends.
- Requires regular participation and attendance at events and trainings
- Requires ability to travel to off-site locations, occasionally.

### **Position Requirements**

- Attendance and reliability: Demonstrates reliability by arriving to work, meetings and appointments on time and by completing assignments in expected time frames.
- Customer Service: Strives to maintain positive internal and external customer service relationships. Represents the library in an appropriate manner when dealing with staff, managers, vendors, contractors, colleagues, and members of the public.
- Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position.
- Initiative: Seeks increased responsibilities. Takes independent actions. Asks for and offers help when needed. Displays original thinking and creativity.
- Teamwork: Exhibits a willingness to work in a team-oriented environment. Demonstrates pleasant communication skills and supports others in the completion of library operations. Able to deal effectively with confrontational individuals and/or challenging situations.
- Organizational Ethics: Maintains a high level of ethics, integrity, and confidentiality. Follows all library policies and procedures.

- Safety/Security: Observes safety and security procedures. Promptly reports potentially unsafe conditions. Operates and uses equipment and materials properly. Satisfactory completion of background check.
- Professional Development: Stays informed of current trends and issues. Exhibits motivation and commitment to improve work related knowledge, skills, productivity, and abilities.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

Troy-Miami County Public Library is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Troy-Miami County Public Library's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

By signing below, I signify that I understand the responsibilities of the position Adult Services Librarian, meet the minimum qualification, and am capable of meeting the required duties:

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Employee Signature

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Date