

Brewster Ladies' Library
Adult Services/Reference Librarian

Definition

The Adult Services/Reference Librarian manages the overall services for adult patrons.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.

Manages the collection of adult materials. Selects and authorizes the purchase of materials to maintain a balanced collection and one that represents the community needs.

Develops, recommends and administers reference department services. Selects reference material and databases. Trains reference staff in the use of reference material and equipment. Provides reference services to patrons. Provides direction and guidance to reference staff and volunteers. Schedules reference and volunteer staff.

Plans and conducts programs on the use of the library materials and equipment, including computer training for the staff, students, and adults. Web duties include updating and improving the library's web pages. Attends network meetings and related training sessions.

Projects and plans for future technology requirements, keeps a current inventory of all technology, selects and purchases hardware and software applications as needed and monitors ongoing computer systems operations including security issues. Assists in the planning, development and maintenance of the Library's computer system with the Library Director.

Plans, organizes and implements of adult programming. Prepares materials to publicize Adult events and promotes library activities.

Maintain current knowledge of new developments in the field of library science and related services including technology; makes recommendations to the Library Director to improve the provision of library services.

Supervision

Works under the general direction of the Library Director according to policies established by the Library Board of Directors.

Supervisory Responsibilities

Supervises part-time reference services employees, substitutes and volunteers.

Work Environment

Work is performed in library conditions, with frequent interruptions to respond to requests for information or service; work is subject to seasonal fluctuations and administrative deadlines. A regular schedule may require flexibility: evening and weekend work.

Employee operates standard office and library equipment. Work includes frequent contact with the general public, performs work in a public environment with numerous interruptions and with the understanding that such an environment requires judgment, tact, courtesy, and patience. Ability to work with town departments, schools, businesses, other libraries and community organizations. The employee has access to confidential information about library patrons. Errors could result in lower standards of service to the public, monetary loss or damage to buildings or equipment.

Work includes weekdays, one evening, Saturdays, and will include some Sundays in the Fall & Winter months.

Recommended Minimum Qualifications**Education and Experience**

Bachelor's Degree; Master's Degree in library science; three years professional library experience; or an equivalent combination of education and experience.

Knowledge, Ability and Skills

Knowledge of professional literature and review journals used for collection development.

Working knowledge of the principles and practices of professional library work; knowledge of automated library systems, information technology, online search protocols, and hardware and software relating to reference functions.

Ability to work effectively with the staff and public; ability to identify and respond appropriately to patron's needs; ability to instruct in the use of online databases and library equipment; ability to speak and write effectively. Candidate will have commitment to teamwork and flexibility for change.

Ability to provide excellent customer service; solve problems; exercises good judgment; plan and organize; take initiative; ability to work independently; ability to maintain the confidentiality of patron records.

Physical Requirements

Minimum physical effort is required to perform most duties under typical library conditions; moderate effort is required to move materials equipment and furniture weighing up to 30 pounds. Vision requirements include the ability to read routine and complex documents and to use a computer. The employee is frequently required to stand, walk, sit, speak, hear and use hands to operate equipment.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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