

# Poplar Bluff Municipal Library District

July 2015

## Adult Services Librarian

**Supervision:** Director of the Library

**Supervisory:** Library Coordinators, clerks and pages as assigned

**General Description:** Librarians in this position engage adults with the collections, services, and programs allowing them to follow their interests and discover new ones, both on site and online. This librarian develops, plans and implements adult programming and collection management in a team environment. This includes marketing development and distribution. This person coordinates with User Services and Children's and Youth services. As a part of their responsibilities, the librarian works with the Business Services Associate on design and development of brochures, newsletter, digital signage, social media, and news releases.

**Education and Experience:** Master's in Library Science or Information Services from an ALA accredited university. Previous experience in adult services librarianship or in a related field is preferred.

**Pay Grade:** 5-7

### Duties and Responsibilities:

- Works as a team member to promote the library's vision and services
- Engages adults with the collections, services, and programs allowing them to follow their interests and discover new ones, both on site and online
- Uses reports for statistically driven collection development in cooperation with other staff
- Develops, manages, and coordinates adult programming and events
- Coordinates and supports services related to economic and community development while developing relationships and partnerships with community agencies and educational institutions
- Fosters community engagement in order to grow library services
- Represents the library in the community by attending appropriate events
- Uses social media to promote library services
- Stays up-to-date on professional developments through participation in professional organizations, system meetings, workshops, and continuing education opportunities.
- Recommends and implements library policies and procedures

- Completes all statistical/counting records as required
- Plans and monitors book/item displays and refurbishes as needed
- Performs reader's advisory
- Answers reference questions
- Assists patrons with technology
- Assists with programs and events as needed
- Supervises, trains, and mentors staff as assigned
- Participates as a team member in strategic planning
- Works regularly scheduled weekend, evening and day hours
- Other duties as assigned

**Job Skills:**

- Proficiency in basic office software and equipment including mobile devices in a library setting
- Ability to multi-task
- Strong background in technology and non-print material formats
- Excellent communication skills
- Strong organizational skills
- Demonstrates creativity, flexibility, and a positive attitude
- Ability to exhibit good judgment and establish effective working relationships with staff and colleagues within the library, local government, and vendors
- Ability to plan, coordinate, and supervise the work of others
- Ability to exercise leadership and motivate others

**Physical Requirements:** Lift 30 pounds of books or other materials to place on counters or carts. Push carts weighing 200 lbs. Reach 84" to shelve materials or stoop to shelve materials at floor level.