

Fond du Lac Public Library

Position: **Adult Services Librarian**
Service Area: **Reference Department**
Reports to: **Information and Outreach Services Coordinator**

Under the general supervision of the Information and Outreach Services Coordinator, Adult Services Librarians are responsible for fostering community partnerships; developing programs for adults; answering reference, technology and readers' advisory questions; managing the library's collection of materials and electronic resources for adults; and monitoring trends in technology.

The essential duties listed below are not meant to be all inclusive; other tasks may be assigned. All library employees are expected to work a flexible schedule, including nights and weekends.

Essential Tasks for Adult Services Librarians

1. Develop successful and well-attended programming for adults, utilizing library staff and community experts.
2. Establish and maintain community partnerships on behalf of the library.
3. Answer reference questions, assist customers with technology and provide readers' advisory guidance.
4. Select, display and withdraw adult materials as assigned.
5. Develop pathfinders, bibliographies, instructional materials, articles, etc., to promote library collections and services.
6. Lead and participate in project teams and committees (e.g. City Wellness Team, Money Smart Week community planning, website redesign, etc.).

General Provisions of All Librarians

1. Provide exemplary customer service with courtesy, respect and patience.
2. Maintain a high level of professionalism at all times. Exercise sound judgment daily and during times of stress or emergency.
3. Communicate clearly in writing and speaking.
4. Work cooperatively and effectively with others.
5. Adapt easily to change and remain flexible under changing circumstances.
6. Establish working relationships and act as a liaison with vendors, community groups and professional organizations.
7. Assist in long-range planning and service development of the library.
8. Monitor library services, workflow, environment and community to suggest improvements and innovations.
9. Participate in a variety of operational and support duties in specific departments, such as preparing statistical reports or assisting in the preparation of the annual budget.
10. Actively participate in professional development through continuing education activities. Stay abreast of new technology as well as trends and innovations in librarianship.
11. Act as Librarian in Charge as appropriate. Address disruptive patrons as needed.

Minimum Qualifications and Requirements of the Position

- A. Knowledge and Skills

1. Knowledge of standard reference services and practices.
 2. Ability to evaluate information quickly and accurately while paying close attention to detail.
 3. Must be highly computer literate with mastery of internet searching skills, Microsoft Office and Google Drive products. Must be conversant in technology trends.
 4. Ability to teach basic computer skills, navigation and use to people of all abilities.
 5. Knowledge of common collection development reviewing sources and weeding guidelines.
 6. Ability to maintain professionalism, respect and patience.
 7. Ability to consider community needs and apply creative solutions to meet those needs.
 8. Ability to communicate effectively, orally and in writing
 9. Ability to work well as part of a team and establish mutually supportive working relationships.
 10. Maintain a positive and achievement-oriented attitude.
 11. Knowledge of basic office and library equipment (including, but not limited to, microfilm readers, e-readers, emerging technology, etc.)
- B. Education, Licenses, and Certifications
1. American Library Association (ALA) accredited Master's Degree
 2. Valid driver's license
- C. Physical Requirements
1. Standing, walking, stooping, bending and reaching.
 2. Talking and hearing; use of telephone.
 3. Far vision at 20 feet or further and near vision at 20 inches or less.
 4. Handling: picking up, shelving materials
 5. Fine motor skills: keyboarding, writing, filing, sorting, stapling and cutting.
 6. Lifting, carrying: 30 pounds or less.
 7. Ability to push and pull wheeled carts of up to 100 pounds.
 8. Ability to work long hours while standing.

Equipment Used

1. Computers, printers, peripherals (including microfilm machines)
2. Photocopier and scanner
3. Multi-line telephone
4. Paper cutter, laminator
5. Stepstool
6. Book carts and book bins
7. AV equipment
8. Makerspace (Idea Studio) equipment as needed
9. Emerging technology

Environmental and Working Conditions:

In the library with occasional programming throughout the community in various settings and businesses.