

TOWN OF GRAY

POSITION DESCRIPTION

POSITION TITLE: ADULT SERVICES / REFERENCE LIBRARIAN
DATE CREATED/REVISED 9/8/2021

Classification: Regular Part-Time Hourly

Narrative: The Adult Services / Reference Librarian plans and coordinates programs, services, and activities for the adult Library population, aids in collection development of all adult materials, catalogs materials, promotes the library through social media, website development, and other publicity efforts, and shares circulation duties as needed.

Supervision: Supervision is provided to this position by the Library Director.

POSITION RESPONSIBILITIES/TASKS

Illustrative Only, not all-inclusive:

- Establishes standards for the adult book collection and makes recommendations for purchase of appropriate print and non-print materials.
- Assists in developing and implementing programming for adult patrons of the Library that supports the mission of the Gray Public Library.
- Keeps current with trends in literature.
- Performs copy and original cataloging.
- Maintains Library's website and social media presence, ensuring all material presented is accurate and timely.
- Develops marketing materials for promoting library materials, programs, and resources through a variety of platforms including email distribution, social media, and other evolving services.
- Provide excellent customer service to all Library users.
- Provides assistance to all facets of circulation duties, including front-desk coverage, interlibrary loan processing, shelving, etc.
- Maintains awareness of developments in cataloging and circulation best practices, both within the Minerva system as well as within the entire professional field.
- Learns and follows standard protocols for Circulation-related tasks.

REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

☒ High School Diploma ☒ G.E.D/High School Equivalent

Minimum Education Preferred:

☒ Associate Degree ☐ Bachelor's Degree ☐ Advanced Degree

Prior Experience Required:

2-4 years of direct experience in this position or directly related to the field.

- Prior Experience Preferred:

3 years of direct experience in this position, especially in a library atmosphere, or a satisfactory equivalent in the estimation of the Town.

Knowledge, Ability, Skills Required:

- Must be able to work in typical office and library conditions; work environment is moderately quiet.

- Must be able to work occasionally outside of the library's normal business hours.
- Must be able to apply principles of library system to solve practical problems and to respond to routine information requests.
- Must be able to identify and analyze new trends in library service.
- Must be able to interpret instructions both in written and oral form.
- Must possess typing, filing, computer data-entry, and general mathematical skills.
- Must possess knowledge of a wide variety of literature and non-print materials.

Knowledge, Ability, Skills Preferred:

- MLS or MLIS for ALA accredited University is preferred.
- Library clerical procedures and practices and general principles of library technical system preferred.

PHYSICAL REQUIREMENTS/OTHER

Title/Department	Adult Services / Reference Librarian				
Shift Length	<input checked="" type="checkbox"/> <8 hrs	<input type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7	<input type="checkbox"/> On call
Shift Type	<input checked="" type="checkbox"/> Days	<input type="checkbox"/> Nights	<input checked="" type="checkbox"/> Evening	<input type="checkbox"/> Rotating	
Lifting/Carrying	NEVER 0 hours	RARELY <10 minutes/shift or up to 1 hour per week	OCCASSIONALLY up to 1/3 shift	FREQUENTLY 1/3-2/3 shift	CONSTANTLY >2/3 of shift
0-10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried:	<input checked="" type="checkbox"/> within area		<input checked="" type="checkbox"/> between areas		<input type="checkbox"/> throughout facility
Postures/Tasks	NEVER 0 hours	RARELY <10 minutes/shift or up to 1 hour per week	OCCASSIONALLY up to 1/3 shift	FREQUENTLY 1/3-2/3 shift	CONSTANTLY >2/3 of shift
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognitive Demands/Sensory Requirements					
<input checked="" type="checkbox"/> See	<input checked="" type="checkbox"/> Hear		<input checked="" type="checkbox"/> Distinguish color		
<input checked="" type="checkbox"/> Work in diminished lighting	<input checked="" type="checkbox"/> Make critical decisions		<input checked="" type="checkbox"/> Perform in fast-paced environment		
<input checked="" type="checkbox"/> Speak	<input type="checkbox"/> Work at a set pace/rate		<input type="checkbox"/> Remember accurately		

<input checked="" type="checkbox"/> Work under deadlines	<input checked="" type="checkbox"/> Perform multiple tasks	<input checked="" type="checkbox"/> Work independently
<input checked="" type="checkbox"/> Understand verbal instructions	<input checked="" type="checkbox"/> Understand written instructions	
<input type="checkbox"/> Other:		

Acknowledgement:

I have received a copy of this position description, along with requirements/qualifications, and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____