

Adult Services Librarian – Part-Time

General Overview of Position

Under the general direction of the Library Director provide quality reader' advisory, reference services and programming to adults. This is a part-time position. The ideal candidate will have professional librarian experience and experience working in a public library.

Essential Job Functions

- Provide direct services to Library patrons in making full use of reference and circulating collections, periodicals, electronic resources, system and area resources, including interlibrary loans.
- Respond to patrons in locating materials and information in person, by telephone, mail, e-mail, online chat, or texting.
- Interview patrons to determine the scope of information needs, and recommend appropriate resources to answer their needs.
- Provide service in a timely, sensitive and confidential manner, consistent with a high level of customer service. Assure high patron and staff satisfaction in all transactions. Assure the prompt, appropriate handling of patron concerns.
- Plan and implement appropriate quality programming for adults.
- Assist the Assistant Library Director and Library Director on the selection of materials for adults for the Library collection according to the Library Collection Development and Materials Selection Policy.
- Serve as person in charge when required.

General Job Functions

- Respond to patron inquiries about library services, including the interpretation of library policies and procedures.
- Maintain knowledge of current library trends and participate in appropriate conferences, workshops, and seminars to develop professional and leadership skills.
- Recommend changes or improvements in services or programming for Library Services to Supervisor.
- Foster a collaborative relationship with community groups, businesses, organizations, educational institutions, and agencies in the City of Port Washington and Ozaukee County, by providing information about the Library and its services.

- Participate in marketing library collections, including arranging materials displays.
- Assist in promoting library services as requested.
- Explore grant opportunities and activities relating to adults as required.
- Maintain a working environment within the Library that will sustain a high level of employee morale and productivity.
- Represent the Library on community committees as appropriate and upon the request of the Library Director.
- Keep Library Director informed of safety, mechanical, and maintenance problems, and report to appropriate staff as needed.
- May perform general circulation functions.
- Perform other tasks and projects as assigned.

Requirements

- Master's degree in Library and Information Science required.
- Professional librarian experience preferred (public library preferred) with experience, knowledge, or training in services to adults.
- Knowledge of current library services, materials, practices and patron service.
- Ability to perform professional supervision and administration as applied to library operations.

Physical & Working Conditions

- Far vision at 20 feet or further; near vision at 20 inches or less. Fingering: keyboarding, writing, filing, sorting, shelving, processing, and picking up and shelving books.
- Lifting and carrying: 20 pounds or less.
- Pushing and pulling: objects weighing 60-80 pounds on wheels.
- Sitting, standing, walking, climbing and stooping, bending, twisting and reaching. Must be able to stand for long periods of time.
- Talking and hearing.
- Ability to use the following: audiovisual equipment, building security systems, calculator, computer workstation, copy machine, fax machine, telephone.
- Must be able to work in environmental conditions exposed to dust, dirt, heat, cold, noise, fumes, odors, vibrations, wetness and humidity and temperature changes.