

Osterville Village Library Adult Services/Reference Librarian

Definition

Provides professional adult and reference services to the general public; responsible for public services to adults; maintains and coordinates collection development services for the business and reference collections, to include the local history and genealogy collections; plans and coordinates adult programs and activities. In addition, this position provides circulation duties as needed.

Supervision

The Adult Services/Reference Librarian works under the general direction of the Library Director receiving oral instructions and general suggestions. Incumbent performs professional library duties in a responsible manner, using judgment and initiative in designing programs and activities that support adults in our community. Issues involving policy decisions are referred to the Library Director.

Supervisory Responsibilities

Supervises and assigns duties to partial time staff and volunteers assigned to reference services. The Adult Services Librarian may also be asked to perform supervisory services and to assign duties, to partial time staff and volunteers assigned to the Young Adult Room in collaboration with the Assistant Director.

Work Environment

Work is performed primarily at the Reference/Information desk, where the noise level could be loud; workload is subject to seasonal fluctuations which will require advanced planning, coordinating and publicizing of adult activities; regular library schedule requires evening and weekend work.

The employee operates standard library equipment including; readers, sight support equipment, specialized devices and other equipment as acquired in the future.

The employee has access to confidential patron records and shall maintain the privacy of these records.

The employee has regular contact with the library patrons, staff, schools, and the news media. Contact is performed in person, by phone, e-mail, social media and in writing.

Essential Functions and Responsibilities

(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.)

- Develops and maintains all aspects of the business, reference, genealogy and local history collections, including books, periodicals, audio, video, online and

single license databases, multi-media materials and social networking (blogs, etc.) for the department

- Develops and implements adult programming (on and offsite), including educational and entertainment programs and special events; plans and develops related public relations materials; coordinates services and programs with the local community and schools
- Responsible for creating, entering and submitting adult program publicity to local newspapers, radio, library website and social media, a minimum of two weeks before each event. Advises patrons of library programs, procedures, and policies
- Updates Library website adult pages, online database pages, calendar of events and other pages 3-4 weeks prior to program or event; prepares and presents flyers and handouts to keep patrons and staff informed of upcoming programs
- Participates in the development and maintenance of the adult non-fiction collection
- Reads review sources to determine recommended materials for selection purposes; reviews collection choices with Library Director
- Provides quick reference, detailed research, and readers advisory services to patrons; responds to inquiries on procedures, in person, e-mail, social media and telephone; assists patrons with self-guided research
- Provides training and assistance to patrons in the use of computer hardware and software, online databases, e-readers, and print resources, and other resources as necessary
- Maintains and coordinates the museum pass program
- Maintains appearance of the reference/information desk, keeping it neat and accessible at all times
- Participates in creating library displays, exhibits, and bulletin boards as needed
- Represents the library to community groups as assigned
- Controls patron behavior as necessary to maintain appropriate noise levels
- Assists Library Director in the preparation of the Library newsletter, Barnstable Library Bulletin and other news sources as directed
- Assists on special projects or grant applications with the Library Director upon request

- Attends staff meetings and training sessions as required
- Maintains professional knowledge through attendance at local and regional library conferences, seminars and workshops
- Performs other duties as required.

Other Functions

- Provides circulation services as needed.
- May be required to supervise the operation and closing procedures of the Library in the absence of the Library Director and Assistant Director.

Recommended Minimum Qualifications

Education and Experience

Master's Degree in Library and Information Sciences required, with one or more years of professional library or related experience in Reference/Adult Services, or at the discretion of the Library Director.

Knowledge, Ability and Skill

Knowledge of library policies and procedures, including automated circulation systems and information/social media technology; knowledge of reference sources and the organization and management of library reference operations; knowledge of current trends in adult literature, reference resources, business and investment resources, and local history and genealogical resources.

Incumbent must have ability to troubleshoot and fix minor computer malfunctions, utilize data processing applications; ability to deal effectively with the public and co-workers; ability to maintain a professional demeanor and composure when dealing with difficult patrons; ability to follow instructions, to manage numerous diverse tasks at one time, and to complete projects on time, and with minimum supervision.

Good customer service skills; good verbal and written communication skills; excellent planning and organizational skills; basic computer skills; able to multitask in a high paced environment.

Physical Requirements

Minimum physical effort is required to perform most duties. The employee is frequently required to sit, stand, walk, speak, hear, and use hands to operate equipment. Vision requirements include the ability to read routine documents and use a computer.