



## **ADULT SERVICES LIBRARIAN**

Reports To: Library Director	Department: Library
FLSA Classification: Exempt	Grade: 11 Full time, salaried, with benefits Schedule will include evening and weekend hours

### **JOB SUMMARY:**

The Adult Services Librarian will be responsible for planning, implementing, promoting and evaluating programs and services for adults. They select materials to meet the interests of the public and to maintain a balanced and vibrant collection. Collaboration with members of the public and local organizations are key to success in making the library a valuable asset for South Burlington. The position supervises an Adult Services Specialist and a Young Adult/New Adult Specialist at this time.

### **ESSENTIAL FUNCTIONS:**

1. Supervises staff; leads the library programming committee; serves on the leadership team
2. Maintains a departmental budget
3. Plans, implements, and oversees library services and programs, to include: book discussions, art and humanities programs, author visits, workforce development, instruction and community sharing
4. Develops and maintains the library collection for adults and teens
5. Supports residents through collaboration with the local Senior Center and City departments
6. Promotes public awareness of library services and programs through marketing and publicity
7. Develops output measurement tools and prepares statistical reports
8. Researches and prepares grants
9. Uses online and paper resources to assist patrons of all ages with reader's advisory and information services
10. Assists patrons in the use of library computers and equipment

11. Assists in the preparation of displays and passive programs
12. Performs routine circulation and processing functions as needed
13. Enforces library policies and procedures in an appropriate manner
14. Will sometimes be responsible for the library when the Director is away.
15. Performs other duties as assigned

**KNOWLEDGE AND EXPERIENCE:**

1. Ability to deal tactfully, courteously, and effectively with the public and other employees
2. Strong communication skills, both verbal and written
3. Ability to work independently with a high degree of accuracy, efficiency and dependability
4. Good organizational skills
5. Expertise with computers and related hardware, popular library software, internet and digital communications
6. Considerable knowledge of professional library principles, practices and techniques
7. Prior experience in library management preferred
8. Master's Degree in Library/Information Science; or Bachelor's Degree and Vermont Library Certification, with at least three years' experience in public libraries.

**WORKING CONDITIONS:**

**Internal-** Work is normally performed in a climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level fluctuates and includes sounds of children, teens, families and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties. Work involves interaction with members of the general public. Addressing behavioral issues of patrons of all ages is required. Work occasionally involves exposure to safety concerns typically associated with dealing with or addressing members of the general public in a community setting.

**External-** Work includes occasional travel to community areas for outreach activities.

**PHYSICAL DEMANDS:**

Work involves standing and walking for brief periods of time. There is potential for eye strain from reading detailed materials and computer screen. Exerts some physical effort in performing duties including standing, bending, kneeling, reaching, carrying, pushing and lifting up to 40 lbs. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards. Repetitive motion injuries may occur.

**SUPERVISED BY:**

Supervision is received from the Library Director