

Hales Corners Library
Job Description
Adult Services Librarian

Reports to: Library Director

Nature of Work: This position manages all reference and information services to the general public, public computer and copier operations, programming for adults, from high school graduates to the elderly, and serves as librarian-in-charge when so designated. Work assignments are general given with broad statements of objectives and performed with a considerable degree of independence. Work is reviewed for achievement of desired results.

Essential Duties and Responsibilities

1. Contribute to a positive, helpful, friendly, inviting environment for library users and maintain a level of excellent customer service.
2. Provide reference, reader's advisory, and interlibrary loan services to the public via telephone, the mail, email and in person and assists the public in the location of library materials. Offer interlibrary loan when appropriate. Follow up with patrons as needed. Follow and interpret MCFLS and ILL policies and procedures as applicable.
3. Provide instruction in the use of the library's resources, equipment and services for individuals and groups. This includes assisting with basic computer questions.
4. Focusing on an adult audience, build and promote positive community awareness and understanding of the Hales Corners Public Library resources, services and value. Plan, organize, and conduct library programs, both in the library and outreach to the community, including book discussion groups.
5. Manage the adult fiction and nonfiction collections in all formats including selection, ordering, and weeding.
6. Catalog and classify library materials via the Milwaukee County Federated Library System's (MCFLS) system and maintain accuracy of the public catalog.
7. Manage the library's computerized resources including management software used on public-use computers, updating software, writing instructions, and providing training in the use of computer equipment and programs. Troubleshoot basic problems with library equipment and software.
8. Maintain the library's website (WordPress.com) including regular postings, adding new features, updating information.
9. Promote library services and programs through use of social media, print material, engaging with library patrons, and other types of publicity. Create postings and manage social media. Create bulletin boards and displays.
10. Maintain up to date knowledge of library and community events and services by reading local publications, following library and Village social media, and familiarity with library and Village web sites. Confer with teachers, parents, and community groups to relate adult services and resources to their concerns.
11. Serve on Village, MCFLS, or other committees as assigned by the Director.
12. Supervise, train and schedule library intern/associates.
13. Advise the Library Director in regard to policies and procedures in the areas of responsibility; write reports and recommendations; implement decisions.
14. Compile statistical information on areas of service.
15. Provide backup assistance at the circulation desk as needed.
16. Work with the Library Director, interviewing applicants for hire.
17. Follow and carry out library policies and procedures. Report all breaches of policy to the Library Director.

18. Perform other duties as assigned by the Library Director.
19. Perform light housekeeping.

Knowledge and Abilities Required for the Position:

1. Ability to effectively find and present information to questions from the public.
2. Ability to meet, communicate with, and work with the general public (of all ages) effectively.
3. Friendly and helpful manner, appropriate to a position where constant public contact is involved and maintenance of good public relations is essential.
4. Ability to maintain confidentiality of library patron information.
5. Ability to select material for the library collections in a timely and efficient manner that meets the interests and demands of adults, from high school graduates to the elderly.
6. Ability to catalog and classify library material in a timely, efficient, and accurate manner.
7. Considerable knowledge of computer software, hardware, internet use and applications, and computer system maintenance as applied to library applications.
8. Thorough knowledge of planning, organizing, marketing, and presenting library programs.
9. Thorough knowledge of creating publicity, displays and bulletin boards, and marketing of library materials, programs, and services using computer software and electronic resources.
10. Familiarity with authors, books, and all varieties of library materials.
11. Ability to gather statistics, analyze information, and use them for making recommendations.
12. Ability to identify problems and opportunities, to review possible alternative courses of action, and to utilize information and resources for decision-making purposes.
13. Ability to organize, coordinate, and train library staff and volunteers in a variety of tasks, including public service.
14. Interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with peers and supervisor.
15. Ability to travel to locations away from the library for meetings, conferences, workshops, etc.
16. Willingness to maintain the above mentioned skills through active participation in appropriate learning opportunities.

Physical Demands of Position: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further, and near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up, and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing, pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, and stooping.
9. Talking and hearing; use of the telephone.

Mental Requirements:

1. Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.
2. Ability to prioritize, organize, and perform work independently, and to manage multiple priorities and projects, making changes as circumstances dictate.
3. Ability to maintain efficient and timely work flows through organization and maintaining schedules.

4. Ability to research and manage the ordering of library materials.
5. Ability to communicate effectively orally and in writing.
6. Ability to deal with the public efficiently, tactfully, and courteously.
7. Ability to establish and maintain effective working relationships with the general public (of all ages), other employees, and public officials, and to effectively and discreetly convey information.
8. Skill in the operation and care of general office equipment, including computers, telecommunication systems, printers, copiers, fax, and scanners.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderate.

Tools and Equipment Used: Automated shared resource system (CountyCat and Sierra), audiovisual equipment, book truck, building systems such as heating and air conditioning and fire protection, calculator, copier, electrical equipment, iPad, networked personal computer and peripherals, mobile devices, printers, ereaders, wireless router, payment kiosk, other library technology equipment, point of sale system, telephone system

Job Requirement: Willingness and ability to work flexible hours, days, evenings, and weekends (Saturdays and Sundays).

Education / License / Certification Requirements:

1. American Library Association accredited Master's degree in library science (M.L.S.) or library and information science (M.L.I.S.), or an equivalent combination of education and experience, as demonstrated by prior work experience or documented accomplishments.
2. One year of successful professional public library experience preferred.
3. Experience managing computers, printers, copiers, and scanners.
4. Experience organizing, planning, marketing, and presenting library programs.
5. Strong customer service orientation.

Wages and Benefits: Wages and benefits set by the Library Board.

Residency: The Hales Corners Library does not have a residency requirement.

Approved by the Hales Corners Library Board October 28, 2021

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have reviewed and received this job description.
(Signatures added after employment.)

Supervisor	Date	Employee	Date
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