



<b>Job Title:</b>	Adult Learning and Info Services Librarian	<b>Job Category:</b>	Non-exempt/Full-Time
<b>Department/Group</b>	Adult Public Services	<b>Location:</b>	Main Library
<b>Level/Salary Range:</b>	\$17 -18 hr.	<b>Travel Required:</b>	Continuing Education/Special Interest Groups minimal
<b>HR Contact:</b>	Laura Leonard	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	ALIS Manager	<b>Posting Expires:</b>	
<b>External posting URL:</b>	<a href="http://www.twinsburglibrary.org">www.twinsburglibrary.org</a>		
<b>Internal posting URL:</b>	<a href="http://staff.twinsburg.org">http://staff.twinsburg.org</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (330) 425-3622 or <a href="mailto:resume@twinsburglibrary.org">resume@twinsburglibrary.org</a> <b>Attention: Job Announcement</b>		<b>Mail:</b> Twinsburg Public Library 10050 Ravenna Road Twinsburg, OH 44087	
<b>Job Description</b>			
<b>Role and Responsibilities:</b> <ul style="list-style-type: none"> <li>Assists patrons in locating and obtaining information and materials, using traditional sources and emerging technology.</li> <li>Participates in collection development, programming and in the long and short-term planning of the department.</li> <li>Permanent full-time position including day, evening and weekend hours.</li> <li>Excellent customer service skills and positive interaction with patrons and team members.</li> <li>Ability to work as part of a team and take direction from area manager and other supervisors in charge.</li> </ul>			
<b>Essential Responsibilities and Duties:</b> <ul style="list-style-type: none"> <li>Using online and traditional sources, answers reference questions and assists customers in locating and using library materials.</li> <li>Use of Sirsi Dynix Symphony for circulation and reference services.</li> <li>Provides instruction on using materials, databases, online catalog and emerging technologies.</li> <li>Compiles bookmarks, user guides, pathfinders.</li> <li>Responsible for assigned areas of collection development. Weed assigned collection on a regular schedule using traditional weeding methods, and use of Collection HQ. Respond to hold/request levels.</li> </ul>			

- Furnishes information on library activities, facilities, procedures and service.
- Participates in library outreach programs.
- Participates in professional workshops and read literature in order to keep informed of changes in the library field.
- Arranges for programs and presenters, including completion of paperwork and notifications according to established procedures and subject to ALIS Manager approval.
- Works collaboratively with team, other departments and other community partners.
- Stays informed of library news and events via review of all forms of library communication: website, email, social media, and library newsletter. Contribute content as appropriate.
- Enforces library policies using a polite and professional approach.
- Stays current with library trends, current events, customer demands.
- May be assigned to embedded librarianship or other non-traditional service responsibility.
- Be trained and familiar with specific programs such as one-on-one computer help, computer classes, and passport appointments. Knowledge of print management system and cash register operations.
- Acts as passport acceptance agent and/or provide notary service (with training).
- May serve as Supervisor in Charge; responds to patron requests, complaints etc.

**Other Duties:**

Performs other similar and related duties as directed by the ALIS Manager or Director, not requiring materially different qualifications from those herein described.

**Core Competencies:**

- MLIS from ALA-accredited institution OR working towards one
- Plans and schedules one or more library services such as program series, computer classes, continuing education, passport, or notary appointments
- Serves as a Supervisor in Charge
- Uses statistics and data analysis to make selection and weeding decisions
- Understands the general structures, relationships and importance of library cataloging and item records
- Thorough knowledge of resources available to public libraries, including research databases, print and e-media collections; knows where to find items not available in library
- Ability to thoroughly analyze a research question and suggest appropriate resources and referrals
- Suggests and originates resources and services to benefit the community; participates in outreach to the community
- Assists users with choosing popular recreational reading, viewing, and listening choices; responds to transactional customer needs and “upsells”
- Understands and implements basic principles and procedures of project management
- Professionally responsible; reviews library science journals and literature for current trends
- Facilitates users’ requests for information; practices reference interview

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Answers patron questions accurately and in a timely fashion. Refers patron to another person or agency when appropriate.
- Initiative and creativity.
- Knowledge and familiarity with adult literature and audiovisual materials, high interest areas and trends in popular culture and current events.
- Ability to effectively communicate in writing and orally on job progress and other overall assignments and responsibilities
- Ability to work with patrons of varied backgrounds, ages and abilities.
- Ability to complete special projects while maintaining routine duties.
- Demonstrated ability to change.
- Demonstrated ability to translate methods used in other organizations and industries to suit the needs of the library.
- Knowledge of library operations and services, including and understanding and adherence to fundamental principles of open access to library materials and privacy rights.
- Ability to maintain a calm atmosphere, ensure safety, and respond to emergencies.
- Ability to persuade, negotiate and resolve conflict.
- Ability to work with volunteers.
- Consistent display of public and customer service attitude that reflects the library's values.
- Punctuality and dependability.
- Work as a member of a team towards the success of the Library's mission.

## **MINIMUM REQUIREMENTS**

- Master's Degree in Information and Library Science or working towards one
- Working knowledge of common computer applications, e-readers and digital downloading.
- Previous library experience.
- Prior experience in a customer service environment.

**CONDITIONS OF WORK**

Requires ability to work effectively under stressful conditions in a fast-paced environment.

This position requires an equal amount of time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying of objects weighing up to twenty-five (25) pounds is sometimes required, with a maximum of forty (40) pounds infrequently required. Moving and setting up tables and chairs, and push loaded carts. Requires Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally. Sufficient vision to permit the employee to produce and review a wide variety of materials in both electronic and hard copy form. Climbing, stooping, kneeling, crouching, crawling, twisting, and bending are sometimes required. Repetitive movements of the hands are sometimes required. Audio, visual, and verbal functions are essential functions to performing this position. The majority of the workday is spent indoors.

Approved By:		Date:	
Last Updated By:	CD	Date/Time:	05/11/2017

I understand that this job description does not constitute a contract.

I have read and understand this job description.

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Employee signature and date