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**Three Rivers Public Library District Job Description**

**Adult Services Librarian**

**Definition**

Under the supervision of the Adult Services Manager, the Librarian is responsible for a variety of tasks that focus on daily operations within the Adult Services Department, including the planning, preparation and facilitation of adult programming, assisting in collection development of the adult materials and resources, providing patrons with both reader’s advisory and assistance in utilizing library services and participation in inter-department collaboration for library events and community outreach.

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**Responsibilities and Duties Include:**

* 1. Provides friendly, courteous and accurate service to all users
  2. Understands and implements library procedures and policies, while safeguarding confidential and restricted information
  3. Provides reader’s advisory service and programs
  4. Instructs and assists patrons with use of electronic resources including the online catalog, library apps, and online databases.
  5. Collaborates with Adult Services Manager to plan, schedule, promote, implement, and evaluate programs for adults
  6. Develops, maintains and promotes assigned areas of the adult services collection.
  7. Designs and implements displays within the library
  8. In collaboration with Adult Services Manager, provides outreach to various community groups and organizations
  9. Works with Youth Services department to plan joint programs
  10. Works the public service desk as needed, performing all desk functions including answering reference questions, placing patron holds, and general circulation functions.
  11. Attends meeting and participates in continuing education opportunities related to adult services
  12. Prepares reports and maintains statistics of departmental activity
  13. Other duties as assigned

**Knowledge, Skills and Abilities**

1. Knowledge of Reference and Readers Advisory practices, procedures and technologies
2. Knowledge and skill in use of online and electronic resources
3. Knowledge of Microsoft Office, Google Suite, and similar software programs
4. Ability to conduct patron interviews
5. Ability to set priorities, make decisions, and exercise discretion with patrons and staff
6. Ability to prioritize work, meet established deadlines, and attend to detail as appropriate
7. Ability to handle multiple and simultaneous tasks
8. Ability to establish and maintain effective relationships with staff
9. Ability to work effectively as a team
10. Ability to communicate effectively, both in writing and orally
11. Accurate keyboarding skills
12. Ability to bend, stoop, lift and carry items up to twenty pounds

**Qualifications:**

1. Bachelor’s required. MLS preferred.
2. Position requires day, evening and weekend hours
3. Access to transportation