



**ADULT/TEEN SERVICES LIBRARIAN
FULL-TIME**

JOB DESCRIPTION

Department: Adult Services	Benefits: Yes
Division: N/A	Time: Full-time (39 hours per week), including evening and weekend hours.
Job Type: Civil Service	FLSA Status: Exempt
Reports To: Interim Director of Adult Services	Salary Range: \$23.151-\$30.099 per hour

JOB SUMMARY

Under minimal direction and using professional expertise, the Adult Services Librarians function as a team to select materials for the adult and teen collections; provide reference, readers’ advisory service, and computer lab assistance to patrons; participate in outreach and programming; provide excellent customer service; and carry out other duties as assigned. Duties are performed under the supervision of the Interim Director of Adult Services.

PRIMARY DUTIES AND RESPONSIBILITIES

- Serves as a professional librarian and performs other duties as assigned for the efficient operation of the agency and the library system.
- Coordinates, plans, and presents programs for library users.
 - Strength in Teen Services and/or Maker Spaces desired.
 - Helps coordinate the Teen Open Lab: A teen-directed space that promotes creativity, peer instruction, and community building.
- Demonstrates competencies in using computers, office applications, and library related software.
- [Assists patrons using](#) technology resources, including [preparation of user guides](#) for
 - [Internet resources](#);
 - [Computer lab](#) computers, scanners, printers, assistive technology, and WiFi access;
 - [Teen open lab](#)/makerspace containing a 3-D printer, vinyl cutter, sewing machines, video and audio editing equipment, and video games [and](#) drawing and other [computer software](#);
- Assists in developing and implementing new and existing services or partnerships.
- Shares in formulating departmental goals and objectives, and participates in planning.
- Manages the planning and budgets for specific collections and programs as assigned.
- Shares in [collection development tasks](#): Assesses a targeted area of the library collection and systematically selects new and popular materials while at the same time replacing damaged or outdated materials which are no longer circulating. Participates in special collection projects,

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include reclassifying or reorganizing collections.

- Participates in collection promotion, in-house, on the website, and social media.
- Assists with creation of marketing and display materials.
- Helps coordinate volunteer programs and volunteer training, especially for technology volunteers.
- Shares in training, supervising, and providing evaluation input for hourly staff and practicum graduate students.
- Provides high-quality reference services; demonstrates competence in assisting patrons with complex inquiries, requests, and projects requiring independent judgment and in-depth knowledge in interpreting policies and procedures.
- ~~Offers a strong working knowledge of computers/software, library technology and non-print materials formats. (Familiarity with Microsoft Office Suite desirable.)~~
- ~~Assists patrons using Internet resources, the computer lab, and computer software, including preparation of user guides.~~
- Provides advisory service to patrons for all materials, including preparation of print or online bibliographies. Helps patrons find the right item, using reading/viewing/listening experience, the library catalog, an awareness of popular culture, and personal knowledge of current affairs and local events.
- Represents the library in community and professional organizations, maintaining professional skills by attending workshops and conferences and establishing a network of professional colleagues.

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ADDITIONAL DUTIES

- Maintains awareness of current copy cataloging and classification practices. Performs copy cataloging as needed. Knowledge of MARC, AACR2, RDA and OCLC desired.
- Provides public assistance in using all resources of the library.
- Participates in departmental and library-wide outreach and programming events.
- Participates in staff meetings and committees.
- Upholds library Rules of Behavior and other library policies and procedures to the public.
- Keeps current in knowledge of library trends and resources.
- Performs other related duties as assigned.

JOB REQUIREMENTS AND PREFERENCES

Degree, Licenses, Certifications, and Memberships Required

- American Library Association-accredited Master of Library & Information Science degree or equivalent
- December 2015 graduates considered.

Education & Experience

- Training or experience in reference, technology, and adult services
- Experience with electronic resources
- Prior successful work experience
- Prior library and supervisory experience preferred-desirable

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- Prior experience with the Polaris ILS desirable
- Bilingual skills (especially Spanish, French or Chinese) desirable

Knowledge of

- Considerable working knowledge of and experience to learn computer and network applications pertinent to library services, including library computer systems; non-print materials formats; personal computers; maker space equipment such as 3D printers; word processing and database management equipment; and emerging technologies, hardware, and software as adopted by the library.
- Substantial knowledge of the principles and practices of library science including reference techniques and question negotiation, collection development, readers' advisory, and cataloging and classification.
- Substantial knowledge of the provision of library services to specialized patron groups, such as teens, children, students, ESL students, adult learners, recreational readers, and unsophisticated or non-users.
- Print and digital reference sources
- Internet resources
- Creative reference and database skills
- Basic word processing and spread sheet software. Experience with Microsoft Office Suite desirable, plus additional Microsoft Office modules

Skills and Abilities

- ~~Ability to quickly develop an effective working knowledge of the library's automation system and of relevant databases~~
- ~~Good-Exceptional~~ organizational, interpersonal, and decision-making skills
- ~~Excellent-Superior human relations and~~ verbal and nonverbal communication skills
- Dependability and honesty
- Strong customer service orientation
- ~~Commitment to serving a diverse community~~

Ability to

- Ability to quickly develop an effective working knowledge of the library's automation system and of relevant databases
- Ability to plan, organize, perform, assume responsibility for and evaluate work assignments with initiative and judgment, independently or with minimal supervision
- Mastery of complex, detailed routines
- ~~Understand and follow detailed oral and written instructions~~
- ~~Learn and follow all relevant Library policies~~
- Complete work with speed and accuracy and handle frequent, sudden task changes effectively
- ~~Work with staff, public and visitors in a consistently friendly and courteous manner~~ Ability to establish and maintain effective and productive working relationships with co-workers and the public.

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- Work in a team atmosphere in a consistently cooperative manner
- ~~Assume responsibility and work neatly, efficiently, and accurately without direct supervision~~
- ~~Communicate effectively orally and in writing~~
- Learn, follow and enforce library policies
- ~~Work full range of Library hours, including evenings and weekends. Maximum availability desirable. Must be adaptable to changing work hours and willing to work evenings and weekends~~

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with patrons and staff
- Occasional contact with vendors

SUPPLEMENTAL INFORMATION

Working Environment: *The work environment characteristics described herein 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.*

- The work will occur primarily at The Urbana Free Library.
- Occasionally, staff perform outreach at off-site locations.

Physical Requirements: *The physical demands described herein 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.*

Physical strength and agility:

Physical strength and agility sufficient to perform assigned tasks.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.
- Hearing: Hear in the normal audio range with or without correction.
- Other: Lifting, pushing, and keyboarding

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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.

The Urbana Free Library is an Equal Opportunity Employer.

Prepared By: _____
Signature Date

Approved By: _____
Executive Director Date

Class Specification History

New class:

General revision: [October 2015](#)

Revised minimum qualifications: [October 2015](#)

Revised definition, minimum qualifications, and add distinguishing characteristics: [October 2015](#)

Revised minimum qualifications: [October 2015](#)

Revised definition and distinguishing characteristics:

New class code:

Updated 10/~~2615~~/15

For HR/Finance Use

Title Code	Pay Grade
	36
EEO Category	