

ADULT SERVICES SPECIALIST

DEPARTMENT: Library Specialists

DATE: September, 2017

REPORTS TO: Adult Services Coordinator

CLASSIFICATION: Non-Exempt

PAY GRADE: 11

Objective:

Provide patrons with assistance in accessing a broad range of informational and recreational resources and services. Provide reader's advisory services, reference assistance and bibliographic instruction. Develop and present library programs and training opportunities which fully support the mission of the library and meet the needs and interests of its adult patrons.

Essential Duties:

1. Conduct reference interviews with patrons to answer reference and reader's advisory questions and to locate materials.
2. Instruct and assist patrons in the use of library technology and personal devices used to access digital content.
3. Maintain awareness of publishing trends, popular culture and current events.
4. Create and prepare displays.
5. Plan and implement adult programming as assigned.

Other Duties:

6. Pursue professional growth and career development through active participation in professional organizations and continuing education.
7. Implement PBIS.
8. Serve as PIC as assigned.

Knowledge, Skills, and Abilities:

1. Knowledge of adult literature.
2. Knowledge of readers' advisory tools and techniques and reference tools in both electronic and print format.
3. Knowledge of reference interview techniques.
4. Knowledge of library computer processes, systems, and a variety of audiovisual equipment.

5. Ability to work and communicate effectively with public and staff.
6. Ability to set priorities, make independent decisions, and exercise discretion with patrons and staff.
7. Ability to follow through tasks to completion.
8. Ability to maintain composure in difficult situations.
9. Ability to use computer keyboard, telephone, and other office equipment.
10. Ability to reach, bend, and lift to shelve and retrieve library material.

Minimum Qualifications:

Education: MLS from an ALA-accredited institution preferred.

Enrollment in an ALA-accredited library science graduate program may be considered in lieu of degree requirement.

Evening and weekend work required.

Access to transportation required.

The Addison Public Library is committed to providing excellent service to its community. Staff members are expected to interact with patrons and staff with courtesy and respect.

Subject to change without prior notification.

Every effort has been made to ensure the accuracy and thoroughness of this job description. However, some circumstances are difficult to predict. As a result, employees may be asked to perform other related functions in support of the library mission or its needs.