

CHELTENHAM TOWNSHIP LIBRARY SYSTEM

JOB DESCRIPTION

DATE: November 2022

POSITION TITLE: Adult Services Librarian **FLSA STATUS:** Full-Time 37.5 hrs/week – Exempt
Part-Time – Non-Exempt

REPORTS TO: Head Librarian

JOB SUMMARY:

This is a public service position providing reference, readers' advisory, and technology assistance and instruction to library patrons. Work also involves collection development and maintenance, development and implementation of library programming for adults, and promotion and advocacy of the library to the community. This position has occasional supervision of the building in the absence of the Head Librarian, including administration and interpretation of library policies and procedures, and staff supervision. The adult services Librarian serves as a liaison to the system Automation and Technology Coordinator, including staff training and deployment/update of technology hardware and software. The Adult Services Librarian fosters a welcoming and inclusive environment.

ESSENTIAL FUNCTIONS:

- Answers reference questions in-person, over the phone, and digitally.
- Guides customers to locate materials and resources they are seeking.
- Assists with circulation services and shelf maintenance as needed.
- Assesses, weeds and selects materials to maintain a well-rounded collection.
- Uses a variety of professional and popular media sources to stay current with new and upcoming materials and local/national trends.
- Creates displays, reading lists, brochures, exhibits and on-line content.
- Maintains files for special collections and periodicals as assigned.
- Develops, promotes, runs, and evaluates existing and new programs that reflect the diversity of the community for ages 18 and up. Promotion includes creation of print and digital publicity materials.
- Provides assistance to patrons using library-supported technologies and resources, and offers basic training in the use of new and emerging devices and digital resources.
- Plans and facilitates outreach to organizations and groups throughout the township.
- Attends community functions to promote and create awareness of library services and programs.
- Recruits, trains and coordinates adult volunteers.
- Serves as librarian in charge in the absence of the Head Librarian.
- Serves as branch liaison to the Automation and Technology Coordinator.
- Participates in professional organizations; serves on committees; and enrolls in continuing education opportunities as required by the state to stay current with the latest developments, skills and new technologies in the field of librarianship.
- Participates in special projects including long-range planning.
- Handles and/or refers complaints with tact and professionalism.
- Recommends service and policy improvements.
- Advocates for the library in a variety of situations.

SUPERVISORY RESPONSIBILITY:

This position has no direct supervisory responsibilities, but will oversee and guide staff as needed.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

Master of Library Science Degree from an accredited institution, and State certification (or ability to become certified) as a Librarian with 1-3 years of prior library service experience.

- Demonstrated advanced ability to work with a variety of computer hardware/software, to troubleshoot technology issues, and to conduct routine maintenance on library-owned computers.
- Excellent communication (listening, speaking, writing, presentation) skills.
- Ability to read and interpret information from a variety of print and digital resources.
- Ability to understand and carry out instructions; organize and prioritize workload effectively and work well with others.
- Possess an enthusiastic interest in books and reading, literacy and other media.
- Commitment to the principles of intellectual freedom.
- Commitment to continual improvement and life-long learning.
- Exhibits initiative and creativity.
- Ability to work independently and collaboratively.

PHYSICAL DEMANDS:

While performing the duties of this job the employee is required to:

- Regularly talk and hear.
- Frequently reach with hands and arms; climb or balance; bend and kneel and use hands for fine motor skills such as keyboarding or sorting.
- Frequently stands, walks, or sits.
- Frequently lift and/or move up to 10 pounds and occasionally up to 25 pounds.
- Possess good visual acuity (near and mid vision continuously, and field of vision occasionally) and be able to read a computer screen.
- Occasionally required to push and/or pull carts containing up to 100 pounds.

WORK ENVIRONMENT:

While performing the duties of this job the employee will interact with a diverse group of employees and customers and a variety of work environments. The work schedule includes participation in the evening and weekend rotations. The work location may include any of CTLS' facilities.

DISCLAIMER:

This job description indicates the general nature and level of work expected by the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.

Approvals:

Executive Director: _____ **Date:** _____

EMPLOYEE ACKNOWLEDGEMENT:

I hereby certify that I have read and understand my position description. In addition, I accept the responsibility of this position and acknowledge that I have received a copy of my position description. I also acknowledge that I may be required to work at another CTLS location as needed and that I will participate in evening and weekend rotation.

Employee: _____ **Date:** _____