



LICKING COUNTY LIBRARY

Job Description Adult Services Librarian

Department: Downtown Newark: Adult Services
Reports To: Adult Services Supervisor
Job Classification: Librarians; Full-Time Staff Member; 37.5 hours/week; Non-Exempt;
Salary Range: \$21.00-\$36.75/hour; Fringe Benefit Eligible; OPERS Retirement

Mission: *To enrich lives and communities through universal access to knowledge, lifelong learning, literacy, and cultural experiences.*

Job Summary: An Adult Services Librarian provides pro-active customer service, staffs the service desk, assists in collection development and in the planning and implementation of programs and services for adults at the Downtown Newark location. The Adult Services Librarian also demonstrates working knowledge of the principles and practices of public librarianship.

Personal & Professional Attributes: All Licking County Library employees are expected to exercise sensitivity when working with others, display common sense and good judgment, actively promote the Library to the public, uphold the highest level of confidentiality, honesty and integrity, and represent the Library in a positive and professional manner at all times.

Core Technology Competencies: All Licking County Library employees must have a demonstrated working knowledge of computer operations, standard office equipment (copiers, faxes, etc.) and must be able to perform simple searches on the Library's online catalog. In addition, all employees must be able to prepare basic documents using a word processing program and have the ability to comprehend and explain to others all Library services including those relating to e-media and e-media devices.

General Requirements: Along with the commitment and desire to provide excellent service to library customers, all Licking County Library employees must have the ability to maintain predictable and regular attendance, work a flexible schedule including daytime, evening and weekend hours, communicate, comprehend and follow Library policy and procedure and develop and maintain positive working relationships with all internal and external customers. All employees must be able to understand library wide operations, satisfactorily perform all of the responsibilities associated with a specific job title and meet the physical requirements of that same job title. All employees must have the ability to alphabetize and perform basic math operations. In addition, all employees must have the ability to work according to the priorities as established by Library Administration and/or the Library Board of Trustees and to adapt to change as necessary.

Minimum Education, Experience, and Licensing Requirements:

- Master's degree from an American Library Association accredited library school required or currently enrolled in a Master's in Library Science program and expected to graduate within 1 year.
- Valid driver's license and access to a vehicle to provide own transportation when participating in off-site library business.
- Library certification from the Ohio Library Council, preferred.
- Must successfully pass a background check.

Minimum Knowledge, Skills, Abilities, and Other Characteristics:

- Show enthusiasm and commitment to excellent customer service, genuine public service orientation and ability to work with all age groups and diverse populations of customers.
- Embrace innovation and experimentation with emerging technologies and related tools.
- Maintain an awareness of developments in the field of public library service with emphasis on adult services.
- Demonstrate working knowledge of the principles and practices of public librarianship.
- Excellent verbal, written, and telephone skills.
- Keyboarding, filing, basic math, and alphabetizing skills.
- Ability to follow verbal and written instructions.
- Ability to maintain confidentiality of information handled.
- Ability to establish and maintain effective relationships with customers, staff, and the general public.
- Ability to organize and prioritize workload.
- Ability to perform several tasks simultaneously and under pressure.
- Ability to work independently and with a team.
- Ability to perform detail-oriented duties accurately.
- Ability to recognize and respond to potential dangers to customers and staff.
- Knowledge of and ability to communicate library policies, procedures, and techniques to the public.
- Knowledge of current reference materials, resources, services, and programs for adults.
- Ability to use Microsoft Office Suite and other software.
- Flexibility in scheduling in regards to lunch breaks and length of work day.
- Ability to perform the physical activities associated with this job.

Essential Duties:

- Staffs Information Desk at the Downtown Newark location, and provides coverage at the Youth Services and Circulation desk during times of need.
- Provides information and reference services, readers' advisory, and assistance with technology questions while modeling excellence in customer service.
- Instructs patrons, individually or in a classroom setting in the use of the PAC, website, and reference sources and databases and various software programs.
- Maintains a current working knowledge of books, authors, and trends in library services and programs.
- Anticipates trends that will impact libraries, literacy, publishing, and information technology.
- Performs all duties associated with collection development (weeding, shelving, replacement, etc.) and participates in the selection of print and digital content within assigned collection development areas.
- Develops and implements engaging and impactful programming for adults that align with the Library's Strategic Plan and programming tiers.
- Coordinates, educates, and conducts classes and presentations for customers and staff on and off-site, in the local community, on library services (databases, grants, local history) and resources.
- Participates in library outreach with external organizations via special events and serves as official library representative for assigned local group, community partner, and/or regional committee.
- Collaborates with Marketing department staff to support the library's social media presence and website content related to Adult Services.
- Prepares signage and departmental marketing materials according to Library guidelines and standards.
- Performs clerical duties common to a library environment such as issuing library cards, collecting of fines, answering telephone, renewing materials, scheduling meeting rooms, etc.
- Monitors behavior of library customers and ensuring the Library environment is pleasant, inviting, neat, orderly, and safe.
- Compiles information and statistics and prepares and submits reports to Adult Services Supervisor.
- Participates in Training new hires that are going through the Onboarding Program.
- Enforces Library policy and procedures while providing direction and problem solving.
- Addresses customer complaints and concerns as appropriate.
- All other duties as need or as assigned.

Additional Duties:

- May perform the duties of a subject area specialist (Local History Specialist, Grant Writing specialist, Government Documents specialist, Etc.)
- May attend library continuing education activities and/or represent Library at conferences and area events.

PHYSICAL DEMANDS WORKSHEET

STRENGTH		MOBILITY		SENSORY/PERCEPTUAL	
Lifting	Yes	Throwing	No	Hearing	
Maximum Weight	40lb	Sitting	Yes	Conversation	Yes
Pushing	Yes	Standing	Yes	Sounds	Yes
Maximum Weight	300lb	Walking	Yes	Vision	
Carrying	Yes	Climbing	Yes	Far	Yes
Gripping	Yes	Stooping	Yes	Near	Yes
Pulling	Yes	Bending	Yes	Color	Yes
		Crouching	Yes	Depth	Yes
Reaching		Kneeling	Yes	Perception	
Above shoulders	Yes	Crawling	Yes	Spatial	Yes
To Floor Level	Yes	Twisting	Yes	Form	Yes
		Balancing	Yes	Feeling	Yes

WORK ENVIRONMENT				ACCESSIBILITY	
Inside Work	Yes	Traveling	Yes	Doors	Yes
Outside Work	Yes	Working Alone	Yes	Aisles	Yes
Hot/Cold	Yes	Working in a Group	Yes	Tables	Yes
Fumes	Yes	Interacting w/Public	Yes	Telephones	Yes
Hazards				Staff Room	Yes
Machines	Yes	Operate		Public Restrooms	Yes
Electrical	Yes	Equipment	Yes	Drinking Fountain	Yes
Sharp Tools	Yes	Telephone	Yes	Parking	Yes
Slippery Floors	Yes	Computer	Yes		
Congestion	Yes				
Heat/Cold	Yes				
Dust/Vapor	Yes				

Understanding & Agreement: The job description reflects the general information considered necessary to describe the essential functions of the job, and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under her/his supervision. The use of a particular expression describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty.

Revised: July 17, 2015

Board Approved: September 7, 2012

Revised: December 18, 2024

I understand and will effectively perform the duties & requirements specified in this job description.

Employee

Date