



Albany County Public Library

LARAMIE • CENTENNIAL • ROCK RIVER

ALBANY COUNTY PUBLIC LIBRARY

JOB DESCRIPTION Adult Services Librarian

Position Description

Job Title: Adult Services Librarian	Prepared By: Ruth Troyanek
Classification: Department Head	Prepared Date: 2/22/2018
Department: Adult Services	Approved By: Ruth Troyanek
Reports To: Library Director	Approved Date: 2/22/2018
Location: ACPL, Laramie, Wyoming	FLSA Status: Exempt

Job Summary

Develops and implements Adult Services, meeting the reading and informational needs of patrons ages 18 and older. Coordinates all aspects of Adult Services, including programming, collection development, homebound book delivery, public relations, readers' advisory and reference service. Manages and schedules information desk staff. Recruits, hires, trains and evaluates Adult Services Specialists. Trains and supervises department volunteers and community service workers. Prepares and tracks departmental budgets and statistics. Delegates as necessary. Consults with other managers and staff. Leads and attends meetings.

Duties and Responsibilities

- Develops, selects, and maintains the adult collection. Creates weeding lists utilizing circulation statistics.
- Trains other staff about Adult Services.
- Supervises department programming both at the library and in the community.
- Plans and leads some adult programming (i.e. book clubs, author visits and tours).
- Coordinates adult winter reading program.
- Leads one-on-one and group technology training (i.e. using phones, tablets and computers).
- Works regular shifts at information (reference) desk; trained to sub at circulation desk.
- Assists with genealogy research and proctors exams.
- Educates patrons about library resources.
- Serves as adult services contact for community groups. Gives public presentations.
- Designs publications: calendars, brochures, signs and bibliographies.
- Communicates with local press and promotes activities via social media and website.
- Works with Foundation Director to raise funds for adult services and apply for grants.
- Contributes to department records: statistics, reports, and meeting agendas and minutes.
- Proposes Adult Services budget and monitors all material and programming expenditures.
- Stays abreast of current events and developments in librarianship, including technology.

- Supports and promotes staff development.
- Consults with branch librarians about adult services.
- Maintains adult library spaces that are safe, accessible and tidy.
- Assesses and provides input on community Internet and technology needs.
- Committed to customer service; is patient and helpful with all patrons and staff.
- Expects to be photographed for publications and social media.
- Implements policies and procedures.
- With training, able to meet WYLD competencies in Circulation, Enterprise Catalog, General Skills, Online Resources and Reports (<https://library.wyo.gov/wyld/network/groups/training/>)
- With training, able to use BLUEcloud Analytics or similar analytics software.
- May coordinate meeting room reservations.
- Other duties as assigned/required.

Minimum Qualifications

- Master of Library Science degree preferred, other degrees and relevant experience considered. Management, collection development and programming coursework helpful.
- Three to five years of library experience required.

Competencies

- **Accountability:** Acts decisively, shows transparency and assumes responsibility for making critical decisions; seeks to correct and learn from mistakes; solves problems in a thorough, yet timely manner; possesses the ability to work under tight deadlines and changing circumstances; works calmly through difficult tasks.
- **Adaptability:** Responds effectively to changes in direction; accepts new challenges and responsibilities; maintains a level head during difficult situations; shows foresight by anticipating problems and opportunities; accepts and learns new technologies.
- **Communication:** Presents information in a form that is understandable and accurate; listens actively; takes into account different audiences; builds strong work relationships with courtesy, sensitivity, trust, and respect.
- **Library Ethics:** Understands and acts in accordance with the values and ethics of library service, including the Library Bill of Rights, confidentiality of library records and privacy issues; distinguishes between personal convictions and professional duties by not allowing personal beliefs to interfere with providing equitable library services to all patrons.
- **Interpersonal Effectiveness:** Values diverse cultures and beliefs; effectively builds relationships based on understanding of personality types; inspires individuals to succeed; maintains a positive attitude; accepts input and help from others; able to give and receive constructive feedback.

Other Requirements

- Required background check for final candidate.
- Must have a valid driver's license, a good driving record, and be able to meet the driver policy requirements. Documentation will be required for final candidate.
- Expected to work a minimum of 40 hours per week. Some weekend and evening hours are required.

Salary & Benefits

- This is a salaried position. The salary range is \$40,000 - \$46,500, depending on experience and qualifications.
- This is a full-time, benefitted position. Benefit package includes: Blue Cross Blue Shield of Wyoming Medical Insurance paid by employer; life, dental, and vision paid by employer; and required statewide retirement plan.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. ACPL reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Albany County Public Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, ACPL complies with applicable state and local laws governing nondiscrimination in employment. This applies to all terms and conditions of employment.

Application Instructions

- Applications reviewed starting March 5, 2018. Open until filled
- Email cover letter, resume and references to rtroyanek@albanycountylibrary.org with *Adult Services Librarian Search* as Subject
- Questions can be directed to rtroyanek@albanycountylibrary.org