

Job Title: Adult Learning and Information Services Librarian  
Job Category: Full Time (37.5 hours), Non-exempt  
Department: Adult Learning and Information Services  
Salary: Beginning at \$19

Submit Application: Online: [www.twinsburglibrary.org/jobs](http://www.twinsburglibrary.org/jobs)  
Mail: Twinsburg Public Library  
Attn: Laura Leonard  
10050 Ravenna Road  
Twinsburg, OH 44087

### JOB SUMMARY

Assists adults with locating information and materials. Provides specialized services and manages materials in the Library's collection.

### ESSENTIAL RESPONSIBILITIES AND DUTIES

- Assists patrons in locating and obtaining Library materials, practicing reference interview.
- Assists patrons in locating information online and through Library databases. Refers patron to other Library departments, organizations, or individuals as appropriate.
- Guides patrons in using current technology in the building, which may include copying, printing, faxing, and/or scanning.
- Assists patrons with navigating current technology through classes or one-on-one instruction.
- Uses a variety of techniques to promote materials and programs (e.g. displays, social media, etc.).
- Provides special services such as notary public and passport service.
- Provides information on Library activities, facilities, and procedures.
- Develops and plans programming for the Library's adult patrons.
- Selects and deselects materials. Uses statistics and data analysis to make collection decisions.
- Works with community organizations, home delivery sites, and outreach sites to provide a positive impression of the Library outside of the building.
- Acts as Supervisor in Charge in absence of administration and managers.
- Other duties as assigned.

### MINIMUM REQUIREMENTS

- Master's in Information and Library Science or MLS from an ALA-accredited school.
- Previous library or customer service experience.

## CONDITIONS AT WORK

- Fast-paced environment that may require handling difficult customer service situations.
- Job is primarily performed indoors in a typical customer service setting and involves frequent close-up work, including use of a PC monitor.
- Employee is required to work evening and weekend hours, including Sundays; schedules may be altered depending on the needs of the Library. Employees generally work two evenings a week plus a weekend rotation.
- Travel is occasionally required to visit school and community events, off-site training sessions, and meetings.
- **Physical Requirements:** Ability to regularly lift up to 25 pounds; ability to reach overhead and stoop to floor level; ability to operate standard office equipment.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Understands and responds to the Library's need for flexibility.
- Shows willingness to join and/or speak at local organizations and schools.
- Ability to respond effectively to common inquiries or complaints from patrons, co-workers, vendors, and the public.
- Ability to take direction from administration.
- Strong attention to detail; ability to perform duties with a high level of accuracy.
- Ability to resolve complex problems appropriately and to manage pending deadlines.
- Ability to maintain confidentiality and discretion; uses appropriate judgment in handling information and records.
- Ability to tactfully and comfortably communicate with public, staff, and patrons of all ages.
- Ability to work with little to no supervision.
- Knowledge of and familiarity with adult literature, high interest areas, and current trends in popular culture.
- Understands the general structures, relationships, and importance of library cataloging and item records.
- Understands and implements basic principles and procedures of project management.
- **Personal Characteristics:** Consistently maintains, displays, and models a positive attitude. Ability to maintain a calm atmosphere, ensure safety, respond to emergencies, and resolve conflicts. Displays customer/patron service attitude that reflects the Library's values. Works as a member of a team toward the success of the Library's mission.

I have read and understand this job description and acknowledge that it does not constitute a contract.

Signature

Date