

Job Title: ALIS Senior Librarian

(This position may be offered as a promotion or through a posted job opening.)

Job Category: Full Time (37.5 hours), Non-exempt

Department: Adult Learning & Information Services (ALIS)

Salary: \$40,000-43,000 annually

Submit Application: Online: www.twinsburglibrary.org/jobs

JOB SUMMARY

ALIS Senior Librarians/Staff support the ALIS Manager in key areas of running the Adult Learning and Information Services Department by taking responsibility and oversight for one or more major project areas of the department, including programming; passport and notary service; outreach and home delivery services; collection development; cataloging; periodicals; makerspace, and others as assigned.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Serves as a Supervisor in Charge in the absence of a manager or director according to the established list; deals with problem situations requiring a manager.
- Directs one or more major programs or Library services, such as passport program, Outreach/Home Delivery Service, programming and event management, etc.
- Assists with training new employees.
- Provides constructive input to the ALIS Manager regarding ALIS supply and collection development budgets.
- Assists patrons in locating and obtaining Library materials, practicing reference interviews.
- Assists patrons in locating information online and through Library databases. Refers patrons 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 a notary public and/or 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.
- Assists with bookmobile activities, including visits to nursing homes, VFW, assisted living etc.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Master's in Information and Library Science or MLS from an ALA-accredited school.
- Two or more years of experience in libraries.

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.
- 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

- Demonstrates initiative and independent judgment.
- Ability to inspire and motivate employees, discourage negativity, and build team concept.
- Ability to translate methods used in other organizations and industries to suit the needs of the Library.
- Ability to persuade, negotiate and resolve conflict.
- Understands and responds to the Library's need for flexibility.
- 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