

Chelsea District Library
Position Description

Position Title: Adult Services Librarian
Reports To: Head of Adult Services
Hours: 40 hours/week, including weekdays, evenings and weekends
Classification: Full-time, salaried, exempt
Salary Range: \$36,456 - \$48,213

Purpose and Scope:

Under the supervision of the Adult Services Head, performs varied professional work in the Adult Services Department, including reference, collection development, community outreach, programming, and performs professional library services in assisting patrons in the selection and use of library materials.

Specific Duties:

1. Assist patrons on site, by telephone, or via the Internet finding the information they seek, using all formats, including print, multimedia and digital resources, and accessing it through traditional tools as well as databases, computers and mobile devices.
2. Plan, organize, and supervise programs for adults and seniors.
3. Create bibliographies, user guides, displays, promotional materials to spotlight adult collections, services, and programs.
4. Use outreach to connect with community organizations and promote library as a resource.
5. Maintain and improve the local history and genealogy collections and increase access to the collection through promotion and organization and digitization projects.
6. Contribute content to the library website and social media outlets as needed.
7. Attend and participate in staff meetings and work groups.
8. Participate in collection development as assigned.
9. Assists in training and overseeing the work of volunteers assigned to the Adult Department.
10. Participate in professional development opportunities.
11. May oversee library operations in absence of supervisory staff.
12. Assists at check-out desk if necessary.
13. Other duties as assigned.

Qualifications Required:

1. Masters degree in library or information science from an ALA-Accredited school.
2. Demonstrated proficiency with library and online resources.
3. Knowledge of collection development and reference resources.
4. Strong customer service skills and dedication to public service.
5. Experience providing adult level reference services in a public library setting.
6. Strong interpersonal communication skills and a demonstrated ability to work with colleagues, library users, and vendors in a professional and courteous manner.
7. Demonstrated proficiency with PC and Internet applications, and mobile devices.
8. Ability to handle confidential information in an appropriate and secure manner.
9. Ability to organize work under minimal supervision.

Qualifications Preferred:

1. Experience using SIRSI automation system.
2. Experience selecting adult level materials in a public library setting.

3. Willingness to explore and adopt new technologies.
4. Experience in writing and administering grants.

Please send resume with cover letter to:

Chelsea District Library

221 S. Main St.

Chelsea, MI 48118

Attn: Chris Berggren

Phone: [734-475-8732](tel:734-475-8732) x 211

Fax: [734-475-6190](tel:734-475-6190)

Email: cberggren@chelseadistrictlibrary.org

Closing Date: Monday, January 30th, 2017 by 5 PM