

**CITY OF EAST LANSING
EAST LANSING PUBLIC LIBRARY
JOB DESCRIPTION**

AVAILABLE POSITION: Adult Services Librarian

PAY RATE: \$22.51/hour

HOURS PER WEEK: 28 hours per week at-will position; includes nights and weekends

Reports to: Assistant Director

PURPOSE:

Twenty-eight (28) hours per week opportunity for an energetic, visionary and team-oriented Adult Services Librarian with experience in library services and programming; strong customer service commitment and collaboration. The Adult Services Librarian develops inclusive, innovative, engaging programming and outreach opportunities; provides proactive customer service for all ages; represents the library in the community; and works as a liaison with area organizations.

ESSENTIAL POSITION FUNCTIONS

1. Manages and coordinates adult programming and reference services; develops a rapport with patrons, and the supervision of volunteers and interns
2. Initiates the development and implementation of adult programs (both in the library and offsite) to increase awareness of library resources and encourage library use
3. Maintains contact and cultivates relationships with the retirement communities, Helping Hands Respite Care, Michigan State University and community organizations to raise the profile and awareness of the library for educational, recreational and promotional purposes relating to the library's services
4. Serves as on-duty staff as needed, making decisions dealing with library security, policy, emergency procedures, customer service and conflict resolution
5. Cooperates as a team member with all library staff in performing any professional or nonprofessional duties essential to the achievement of efficient library operations
6. Prepares regular reports for Library Director, Library Board and supervisor
7. Seeks funding opportunities for programs
8. Develops STEAM and technology-based programs for the library's Maker Studio, and collaborates with the Maker Studio Specialist to coordinate STEAM programs
9. Performs service desk duties—circulation, readers' advisory, reference and technology instruction based on the patrons' interests
10. Markets library programs and services to the community, and works closely with ELPL's Marketing and Public Relations Specialist
11. Provides lists, blogs, etc. for the website
12. Proactively provides customer service
13. Other duties as assigned

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

1. Masters in Library and Information Science from an ALA accredited School
2. Minimum of two years of professional library experience
3. Creativity and a proven record in developing innovative programming
4. Ability to translate patron needs and interests into effective library services
5. Ability to maintain awareness of new developments and trends in the field through professional journals, workshops, conferences, and professional networking

6. Ability to diffuse patron complaints and handle security issues
7. Ability to define problems, collect data, establish facts and draw valid conclusions
8. Comfortable implementing programs, building community relationships and speaking before large groups
9. Must be self-motivated and in possession of excellent critical thinking skills, and be able to exercise initiative and independent judgment
10. Familiarity with maker-related programs, book discussions and a variety of programming in public libraries
11. Knowledge of online databases, reference resources and public computer applications
12. Knowledge of tablet and mobile devices for accessing digital resources and ability to train patrons on use of devices
13. Excellent community engagement skills with all ages
14. Ability to work in a collaborative, dynamic, fast-paced environment
15. Excellent organizational and time management skills
16. Embraces change in work environment, procedures and services
17. Highly responsive and has clear oral and written communication skills
18. Knowledgeable and experienced in social media and marketing
19. Ability to work nights and weekend schedule

PREFERRED QUALIFICATIONS

1. Public library experience
2. Masters in Library Science
3. Experience with project and process management
4. Experience training and supervising volunteers

PHYSICAL DEMANDS

1. Ability to sit and use computer for extended periods and operate standard office equipment
2. Ability to lift and move up to fifty (50) pounds
3. Ability to push book trucks with up to 150 pounds of materials on them
4. Ability to perform repeated reaching, bending and squatting
5. Travel by automobile is required frequently

WORKING CONDITIONS

1. Majority of work performed in library environment and East Lansing community
2. Requires availability for extended hours as needed
3. Requires evenings and weekends
4. Requires participation and attendance at events and training

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with position and is subject to review and change at any time in accordance with the needs of The East Lansing Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

EAST LANSING IS AN EQUAL OPPORTUNITY EMPLOYER. THIS POSITION REQUIRES A BACKGROUND CHECK