

Employment Opportunities

Adult Librarian- Information Services Dept.

Chelsea District Library (CDL) is seeking a creative, energetic, organized, and engaging person to join us as adult librarian in our Information Services department. This person understands the necessity and value of public libraries and their ability to transform lives in small and large ways.

As an adult librarian at CDL, you will find opportunities to share and learn in a team environment. In this position, you will join the library staff and board in developing the resources, programming, and services that enable the library to achieve its mission and implement its strategic plan.

Why Chelsea District Library?

CDL is a nationally recognized library located in historic downtown Chelsea with a mission to engage, inspire, and equip through evolving resources and service. An integral part of the Chelsea community, we provide patrons of all ages with a variety of services, resources, and programs to meet the educational, recreational, and informational needs of the community we serve. We truly believe that coming to work every day should be fun, challenging, and supportive! We look forward to hearing how you can support our mission and contribute to our culture.

Pre-interview questions (to be submitted with application materials):

- How do you see the role of adult librarian responding to our library's mission?
- What qualifications and qualities are important in the role of adult librarian in a public library? Describe at least three.
- What is your vision of the role of an adult librarian in the future?

Items to submit (*in a single PDF file*):

1. Cover letter
2. Resume
3. Answers to pre-interview questions
4. CDL job application

Apply to: Lori Coryell, Director
director@chelseadistrictlibrary.org

Deadline for applications: February 14, 2020 by 5PM
Interviews anticipated: Week of February 17, 2020
Target starting date: March 3, 2020

Chelsea District Library Position Description

Position Title: Adult Librarian
Reports To: Head of Information 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 Information Services Head, performs varied professional work focusing on our adult population, including reference, collection development, community outreach, and programming. Performs professional library service assisting patrons in the selection and use of library materials.

Essential Duties and Responsibilities:

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. Participate in collection development as assigned.
6. Participate in continuing education opportunities.
7. Maintain and improve the local history and genealogy collections and increase access to the collection through promotion and organization and digitization projects.
8. Contribute content to the library website and social media outlets as needed.
9. Attend and participate in staff meetings and work groups.
10. Assist in training and overseeing the work of volunteers assigned to adult-level activities.
11. May oversee library operations in absence of supervisory staff.
12. Assist at check-out desk if necessary.
13. Other duties as assigned.

Essential Physical Requirements:

1. Ability to give/follow written and oral instructions and procedures.
2. Ability to reach (laterally and overhead), bend, twist, squat, kneel, push and pull.
3. Ability to lift/carry up to 20 lbs.
4. Ability to perform repetitive movements including simple grasping, pushing, pulling and fine manipulation.
5. Ability to sit, stand and walk for extended periods of time.

What You Bring To The Team:

1. Masters degree in library or information science from an ALA-Accredited school. *Completion by May 2020 is acceptable.*
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.

If You Have These, Even Better:

1. Experience using an automated ILS.
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.

Chelsea District Library is committed to equal treatment and opportunity in all aspects of recruitment, selection, and employment without regard to gender, race, religion, national origin, ethnicity, disability, gender identity/expression, sexual orientation, veteran or military status, or any other category protected under the law. Chelsea District Library is an equal opportunity employer; committed to a community of inclusion and an environment free from discrimination, harassment, and retaliation.