

## Ripon Public Library Position Description

Title: Adult Services Librarian

Position Classification: V

Educational Requirements: Master's degree in Library Science or equivalent from an accredited institution.

### Duties:

1. Provides reader's advisory, reference and other services for library patrons of all demographics.
2. Assists patrons with library resources such as books, online catalogs, databases and the Internet.
3. Staffs desk and performs circulation functions, including registering new users, checking materials in and out, handling fines and fees, and answering telephone calls.
4. Evaluates and selects materials, primarily for young adults and adults, for purchase in a variety of formats within the allotted budget. Maintains and weeds collections.
5. Catalogs library materials and maintains accuracy of the public catalog.
6. Plans, organizes and conducts library services and programs primarily for young adults and adults, as well as children as necessary. Coordinates intergenerational programs with youth services librarian.
7. Conducts library tours, presents programs to local groups and performs other outreach activities.
8. Explores and engages in community partnerships.
9. Promotes library services through news releases, flyers and other types of publicity.
10. Advises the library director in regard to policies and procedures. Implements and carries out library policies and procedures.
11. Coordinates selection and delivery of materials to nursing homes and homebound users. Delivers material to users.
12. Collects data for statistical analysis and reports.
13. Supervises library in absence of the library director.
14. Creates bibliographies and library displays.
15. Supervises young adult and adult services project volunteers.
16. Serves on professional committees and participates in continuing education opportunities.
17. Performs light housekeeping.
18. Performs other related work.

### Knowledge and abilities:

1. Ability to effectively present information and respond to questions from library users.
2. Ability to gather statistics, analyze information and write reports.
3. Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for decision-making purposes.
4. Ability to maintain confidentiality of library user information.
5. Ability to use a variety of office and library equipment such as a computer, printer, telephone, fax machine, calculator, microfilm reader and photocopier.
6. Ability to work independently, organize and prioritize work, respond to varied and changing work demands and make decisions as required.

7. Knowledge of basic library principles, procedures, technology, goals and philosophy of services.
8. Ability to travel to meetings outside of the library.
9. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
10. Willingness to maintain skills through active participation in appropriate continuing education activities.
11. Working knowledge of English grammar and spelling.

Physical abilities:

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less. Ability to distinguish between colors and shapes.
4. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
9. Talking and hearing; use of the telephone.

Mental abilities:

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
6. Communication skills: effectively communicate ideas and information both in written and verbal form.
7. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
8. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.
9. Planning and organization skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
10. Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the library director when necessary.
11. Reading ability: effectively read and understand information contained in memos, reports, bulletins, etc.
12. Time management: set priorities in order to meet assignment deadlines.