

Adult Services Librarian

Primary Reason Why Classification Exists

To provide assistance and services to the public utilizing the Town's public library.

Distinguishing Features of the Class

Under general supervision, performs paraprofessional duties for adult services of the Farmville Public Library. Provides customer service to library patrons by conducting research of reference materials, library information systems, and catalogs; provides information pertaining to library resources and equipment; provides one-on-one instruction to customers. Reports to the Library Director and performance is evaluated on the basis of attainment of individual and departmental performance objectives, feedback from the public served, periodic conferences, and personal observation.

Illustrative Examples of Work

- Provides general library services at adult circulation/reference desk; registers patrons; checks materials in and out.
- Assists library patrons with the use of library computers and related technology and equipment; troubleshoots minor computer and related peripheral issues.
- Provides information assistance such as locating information via online or print, as well as reader's advisory service.
- Develops and presents programs for adults, on a variety of topics; publicizes those programs.
- Performs outreach programming for senior centers and facilitates homebound delivery for patrons in a variety of settings.
- Assists with collection development; recommends materials for purchase and assists with deselection process.
- Participates in public relations activities; writes articles; creates posters and displays.
- Documents statistics related to customer service and library duties with accuracy.
- Performs related work as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of principles and practices of providing library services in the circulation of books, reference services, and cataloging.
- Considerable knowledge of library terminology and related professional languages used within the Department.
- Working knowledge of the methods, procedures, and policies of the Town of Farmville as such pertains to the performance of the essential duties.
- Working knowledge of the library standards, pertaining to essential duties and work responsibilities.
- Working knowledge of the organization of the Library.
- Considerable knowledge of computer processes, including Microsoft Office, efficient internet searching, and the ability to navigate library databases and electronic resources.
- Ability to establish and maintain effective working relationships with employees and patrons.

- Ability to communicate effectively in oral and written form and deal tactfully and courteously with the public.

Education

Master of Library Science and meet the qualifications for Public Library Certification established by the State Library of North Carolina required with at least two (2) years of library experience.

Experience

At least two (2) years of library experience or an equivalent combination of education and experience providing the necessary competencies.

Physical Requirements

Work is generally sedentary requiring the exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Employee must have visual acuity to be able to prepare and analyze data and figures, perform extensive reading, operate a computer and other office equipment, determine accuracy and thoroughness of work, observe general surroundings and activities. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions.

Working Conditions

Work is performed in an office with a controlled environment without exposure to harmful conditions.

Preferred Special Requirements

- Valid North Carolina Driver's License

FLSA Status: Non-Exempt: Eligible for overtime compensation at one and one-half times hourly rate for all hours work over 40 hours during the designated work week.

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The Town of Farmville reserves the right to assign or otherwise modify the duties assigned to this classification.