City of Stoughton

Stoughton Public Library

Position Description

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| Name: |  | Department: | Library |
| Position Title: | Librarian*,* AdultServices | Pay Grade: | Librarian I | FLSA: | E |
| Date: | July 2016 | Reports To: | Library Director |

**Purpose of Position**

To manage and direct the activities of the Adult Services Department.

**Essential Duties and Responsibilities**

The following duties are normal for this position, but are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

* Manage Adult Services staff and library substitutes, assign responsibilities, maintain schedules and records.
* Supervise Adult Services area, provide assistance to library users in locating and using library materials and facilities, assist and train library users with use of technology, maintain work area and equipment.
* Assist Director with hiring adult services or other staff.

* Train and evaluate adult services staff, library substitutes and volunteers.
* Plan, organize and present adult programs. Help with teen programming as time may allow
* Select, purchase and review materials to maintain and develop the adult and teencollections.
* Manage outer-library loan service, train staff in outer-library loan procedures.
* Provide test proctoring services for the public.
* Develop and implement public relations for adult programs and services.
* Monitor technology developments as they relate to library reference and team services. Help maintain the library’s website and social media presence.
* Coordinate displays for adult, teen, and art display areas.
* Write grant applications for adult and teen services.
* Assist the Library Director with Library procedures, budget development, administration, and personnel matters.
* Participate as a member of Library management team.

**Minimum Training and Experience Required to Perform Essential Job Functions**

* Master’s degree in Library Science from a ALA accredited program
* One to three years of library experience with a background in adult services work, or any combination of education and experience that provides equivalent knowledge, skills, and abilities
* Computer skills including database searching, familiarity with Microsoft Office programs, familiarity with eReaders, computer troubleshooting, website maintenance and social media
* Previous supervisory experience desirable
* Experience speaking to groups of people desirable
* Experience working with community groups and organizations desirable

**Physical, Mental, and Supervisory Abilities Required to Perform Essential Job Functions**

Physical Requirements

• Ability to operate and troubleshoot a variety of office and library equipment including personal computers, photocopier, telephone, fax machine, a variety of printers and other office machines, video and audio equipment, and microfilm reader

• Ability to work 40 hours per week in a flexible schedule

• Ability to lift and place boxes and other objects weighing up to 40 pounds onto carts

• Ability to stoop, kneel, crouch, climb, and balance in order to provide program activities and other essential functions

Supervisory Abilities

• Ability to direct the work of the library staff, interns, and volunteers

Mathematical Ability

• Ability to calculate percentages, fractions, decimals and ratios. Ability to create and interpret basic descriptive statistical reports

Language Ability and Interpersonal Communication

• Ability to speak comfortably to groups of people

* Ability to comprehend and interpret a variety of documents including technical manuals, library catalogs and reference materials

• Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convince, and train others

• Ability to prepare a variety of documents including bibliographies, statistical reports, correspondence and public relations announcements using prescribed format conforming to standard rules of punctuation, grammar, diction, and style

• Ability to record and deliver information, explain procedures, and follow instructions

• Ability to use and interpret library science and automation terminology

• Ability to communicate effectively with Library Director, library users, volunteers, library and City staff, representatives of other libraries, the media, groups of people, and the general public verbally and in writing

• Ability to manage and work with others in a team-oriented environment

Judgment and Situational Reasoning Ability

• Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form

* Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives

Environmental Adaptability

• Ability to work effectively in a typical library environment

• Ability to work flexible hours, including evening, Saturday, and Sunday hours

This position has a 12-month probationary period.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.