**CITY** **OF** **SUN** **PRAIRIE** **JOB** **DESCRIPTION**

**Adult** **Services** **Librarian** **-** **PT**

**DEPARTMENT:** Library **CLASSIFICATION:** Professional

**REPORTS** **TO:** Adult Services LibrarianHead of Adult Services **REVISION** **DATE:** January 25, 2016 April 13, 2016

**PAY** **GRADE:**

**GENERAL** **PURPOSE:**

Under the supervision of the Adult Services Librarian, ensures that the patrons of the library are provided with various cultural, recreational and educational information and related materials and programs.

**ESSENTIAL** **JOB** **FUNCTIONS:**

•Provides reader’s advisory, reference, research and other patron assistance services. •Assists and instructs patrons in using library services, technology, and facilities.

•Recommends materials for purchase in assigned areas.

•Weeds collection and supervises inventories in assigned areas. •Plans, coordinates, and presents programs for adults.

•Assists the Adult Services Department in maintaining the library homepage and creates content for social networking sites.

•Assists in preparing bibliographies, flyers, displays, and publicity materials for the Adult Services Department

•Ensure all policies and procedures of the Sun Prairie Public Library are followed. •Participates in continuing education activities.

**OTHER** **JOB** **FUNCTIONS:**

•Ability to understand library policies and procedures and apply them to library operations.

•Ability to adapt in an ever-changing environment. •Other duties as assigned.

**REQUIREMENTS** **OF** **THE** **WORK:**

•Considerable knowledge of library methods and procedures and modern administrative theory and practices usually acquired through a Master’s degree in library science.

•Considerable knowledge of library operations, services, and materials, adult and reference related services and current library trends.

•Ability to apply the principles and practices of collection development •Ability to apply the principles and practices of reference service.

•Considerable knowledge of adult literature. Ability to respond to the needs and interests of all library patrons.

•Considerable knowledge of technology and understanding of new and developing technologies and demonstrated ability to apply them to library operations.

•Ability to collect and interpret statistical data, analyze information, and prepare reports and recommendations.

•Ability to establish a positive working relationship with library trustees, staff, other city departments, volunteers, library organizations and the general public.

**WORK** **CONDITIONS** **AND** **PHYSICAL** **REQUIREMENTS:**

This work is performed in an office environment but does involve lifting or carrying up to 50 pounds and pushing and pulling objects on wheels weighing 60-80 pounds. Work does involve flexible work hours, including evenings and weekends.

**APPROVED** **BY:**

Department Head Date

Human Resources Director Date

City Administrator Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**REQUIREMENTS** **OF** **THE** **WORK:**

•Knowledge of library methods and procedures acquired through completion of college level course work or equivalent combination of training and experience in reference, collection development and cataloging; and modern administrative theory and practices.

•Ability to apply the principles and practices of collection development •Ability to apply the principles and practices of reference service.

•Considerable knowledge of computer technology and understanding of new and developing technologies and demonstrated ability to apply them to library operations.

•Ability to collect and interpret statistical data, analyzes information, and prepares reports and recommendations.

•Ability to establish a positive working relationship with library trustees, staff, other city departments, volunteers, library organizations and the general public.

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