

Deerfield Public Library

Job Description

Part-Time Adult Services Associate

Job Summary

The Part-Time Adult Services Associate is responsible for assuring high patron and employee satisfaction with all aspects of Adult Services in accordance with current Library policies and procedures and in cooperation with other departments and the Library mission and vision. Areas of responsibility include services of the Adult Services Department, as well as assisting with collection maintenance, programming and outreach. Candidates must be well-versed in electronic media, including ebooks, eaudio, streaming resources, and electronic magazines. Candidate should also have working familiarity with database searching and possess effective research skills.

Essential Job Functions

The Part-Time Adult Services Associate

1. Works under the Head of Adult Services, and supports the goals of the Adult Services Department in all matters, in accordance with current Library policies and procedures.
2. Provides exemplary reference, readers/viewers/listeners advisory, and computer assistance.
3. Provides services in a timely, sensitive, and confidential manner, consistent with a high level of customer service. Behaves in a manner consistent with cheerfulness and optimism, and conveys the same to patrons and staff. Assures high patron and staff satisfaction in all transactions. Assures the prompt, appropriate handling of patron concerns.
4. Assists in maintaining the accurate organization of fiction, nonfiction and media materials. This may include shelving materials, shelf-reading materials, collection withdrawals, and alerting the Head of Adult Services to areas where the collection is shelved incorrectly or where space issues pose a problem.
5. Develops special collection areas within established guidelines and works closely with collection development librarian.
6. Budgets and manages short term projects, programs, or mini-collections.
7. Works closely with Programming Coordinator and Outreach Coordinator to create outreach opportunities and represent the Library at other organizations.

8. Initiates, develops, coordinates, promotes, and regularly presents programs both in house and off-site.
9. Demonstrates good judgment in the interpretation of library and departmental policies.
10. Creates programs, displays, booklists, and electronic resources that promote the collections and services of the Adult Services Department.
11. Attends continuing education programs
12. Performs all work in a safe and courteous manner, including during emergencies.
13. Commits to a continuous learning environment for self and others.
14. Performs other duties as assigned.

Interactions

The Part-Time Adult Services Associate Librarian interacts heavily with staff of the Adult Services Department, other library departments, managers, patrons, residents, vendors, and professional colleagues in other libraries and organizations.

Scheduling

This position will require evening and weekend availability.

Physical and Mental Job Conditions

This job requires:

- A. Sitting and standing for long periods of time.
- B. Concentrating and paying attention to detail for long periods of time.
- C. Quickly and accurately placing items in alphabetical or numerical order.
- D. Safely pushing carts loaded with up to 100 lbs. of materials, and safely lifting boxes of up to 25 lbs. of library materials and supplies.
- E. Crouching, kneeling, climbing onto or sitting on low stools to retrieve materials from high or low shelves.
- F. Typing (keyboarding) accurately and rapidly.
- G. Looking at a computer screen and retrieving and processing information for long periods of time.
- H. Remaining calm and actively listening when faced with anger or hostility.

Qualifications

A. Education or equivalent

Bachelors degree is the minimum requirement. Coursework in technology instruction, adult reference services, and collection development helpful. MLIS students are encouraged to apply.

B. Experience

- Experience in public libraries and/or customer service. This position requires exceptional customer service and interpersonal skills.
- Strong organization skills with a keen eye for detail.
- Competent user of automated services and related technologies.
- Excellent working knowledge of Microsoft Office Suite, social media and ereader technology. Thorough knowledge of Windows, standard office and internet application software.
- Avid reader with a wide range of genre experience. Knowledge of books and authors will be relevant to tasks and patron interactions.

C. Specialized Training

D. Certification/Licensure

Disclaimer:

This description is not a complete list of specific duties and responsibilities. It does not limit or modify the right of the Library Director to assign, direct, and control the work of the Full-Time Adult Services and Training Librarian. The use of particular examples describing duties does not exclude other similar duties.