

## Adult Programming & Technology Services Librarian –Part-Time

### OVERVIEW

Under the supervision of the Library Director, the Adult Programming, Outreach & Technology Services Librarian is responsible for a variety of public and technical services. Duties include: planning and implementation of programming geared towards patrons age 18+; updating and maintaining the library's website, social media, and newsletter; providing technology help to the public; troubleshooting technology issues in the library; and collection development.

### ESSENTIAL DUTIES

1. Conducts library tours and outreach activities to acquaint the public with the library's facilities and services.
2. Plans and conducts library programming for adults including, but not limited to, book clubs, educational, experiential, and popular trend based programs, and summer reading programs.
3. Publicizes programs and events for adults.
4. Creates and maintains library displays geared towards ages 18+.
5. Tracks programming budget, attendance, and effectiveness.
6. Updates library's website, social media, and newsletter.
7. Maintains staff email account.
8. Provides technology help to the public.
9. Maintains library's electronic equipment collections.
10. Troubleshoots library technology issues.
11. Aids in the selection, cataloging, and processing of library materials.
12. Provides reader's advisory and reference service.
13. Performs registration and circulation procedures.
14. Assists with the maintenance of the computer database.
15. Attends continuing education opportunities.
16. Performs additional related duties as required.

### QUALIFICATIONS

#### KNOWLEDGE AND ABILITIES:

1. Knowledge of library operations, services, and materials.
2. Knowledge of books and other media, and a broad reading background.
3. Ability to communicate effectively with staff and public and maintain effective public relations.
4. Ability to operate library equipment properly and use computer software, including all Microsoft products.
5. Ability to utilize social media platforms such as Facebook, Instagram, and Twitter.
6. Ability to understand library policies and procedures and apply them to library operations.
7. Ability to gather statistics, analyze information, and write reports.
8. Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences.

#### PHYSICAL DEMANDS:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching: shelving books at various heights.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up, and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving, and processing.
8. Pushing and pulling: occasionally objects weighing 60-80 pounds on wheels.
9. Mobility: travel to meetings outside the library.

#### MENTAL REQUIREMENTS:

1. Communication Skills: effectively communicate ideas and information in written, oral, and visual form.
2. Reading Ability: effectively read and understand information contained in memoranda, reports, and bulletins.
3. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of the calculator.
4. Analytical Skills: identify problems and opportunities: review possible alternative courses of action before selecting one; utilize information and resources available when making decisions.
5. Problem-Solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to Library Director when necessary.
6. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
7. Creative Decision-Making: evaluate and make independent decisions based upon experience, knowledge or training, without supervision.
8. Time Management: set priorities in order to meet assignment deadlines.
9. Ability to comprehend and follow written and verbal instructions from supervisor.

#### ENVIRONMENTAL/WORKING CONDITIONS:

1. Inside work environment.
2. Variable work hours; frequent evening and weekend hours.

#### EQUIPMENT USED:

Computers, tablets, e-readers, video game systems, calculators, copy machines, FAX machines, telephone system, printers, projectors, microfilm reader, and other types of audiovisual equipment.

#### EDUCATION AND EXPERIENCE:

1. Bachelor's degree preferred.
2. One year of experience working in a library or an equivalent work setting required.
3. Work experience in outreach and program development preferable.