

## JOB DESCRIPTION

Adult Services Librarian

### NEW CANAAN LIBRARY VISION

To inspire lifelong learning through innovation and discovery;  
to be the information and cultural center if the community.

### OUR VALUES

- Commitment
- Service
- Excellence

### ROLE PURPOSE

#### Position responsibilities:

- Provide reference, computer and database support services to our members in person, via telephone, or email
- Assist members in material selection and to support reader's advisory activities
- Provide instruction and workshops to the public in consultation with Adult Services Manager
- Support the Manager Adult Services in adult programming initiatives
- Represent the library to community groups as assigned
- Plan and execute programs as directed by Manager of Adult Services

#### Key Functional relationships

- Manager of Adult Services
- Members of Adult Services Team
- Digital Services Team
- Children's Team
- Development Team

### JOB DESCRIPTION

#### Deliverables

- Consistently provide excellent information and reference service to the public at the Information Desk.
- Develop and deliver classes and workshops in response to changing needs of our community and in coordination with Digital Services.
- Execution of high quality, well attended, adult programs and events.
- Participate in professional in-house learning.

#### Accountabilities

- Maintaining an up-to-date familiarity with all Information Desk procedures and tools.
- Keeping up-to-date with new tools and trends in instruction and reference services.
- Assist with instruction activities for the adult community.
- Measurement and evaluation of programs and workshops

- Effective collaboration and engagement with other departments to enable delivery of seamless services to whole community (on site, online and by telephone)
- Serve on library committees and projects as needed.

### **Skills & Attributes**

- Enjoys working with the public
- Well organized and reliable
- Team player
- Self-starter who takes initiative
- Strong professional learning focus
- Excellent oral and written communication
- Excellent service ethos and dynamic, interpersonal skills

### **Competencies**

- Strong customer focus
- thorough; takes initiative; sound judgment; integrity.
- Solid information technology skills
- Working knowledge of Microsoft Office
- Working knowledge of modern library policies and procedures, methods, practices and materials; Knowledge of basic reference sources and research techniques;
- Knowledge of database and online reference sources.
- Confidentiality
- Ongoing self-directed professional development

### **SALARY**

- Starting Salary: \$51,300

### **REQUIREMENTS**

- MLIS (or within 1 semester of completion)
- 35 hr/week including nights and weekends
- up to 4-6 hours at the Information Desk per workday.

Posted 2/19/2020