



Spencer County Public Library

Adult Services Librarian

Dept.: Adult Services
Status: Full-Time, Non-exempt
Schedule: 37.5 hr. /wk.
Reports to: Director
Compensation: 18.00 hr.

APPLICATION DEADLINE: Tuesday, February 25th by 5:00 pm

Essential Functions

The functions, as outlined below, are intended to be representative of the tasks performed within this position. Any omission does not preclude management from assigning additional/different functions from those set forth to address the library's changing needs.

Patron Assistance:

- Delivers exceptional customer service while answering reference questions, providing readers' advisory, and teaching or assisting with the library's physical and digital collections.
- Proficiently handles all circulation duties, which include staffing the circulation desk, shelving, processing reserves, and addressing patron needs and complaints when called upon.
- Tactfully explains basic policies, procedures, and codes of conduct to patrons. Refers to appropriate supervisory level as needed.
- Reflects the library's mission and service standards in all interactions. Communicates pleasantly and effectively with diverse patrons and staff, maintaining a positive and professional demeanor while providing friendly and courteous service.
- Responds to library patrons' or community members' suggestions, requests, or concerns.
- Participates in meetings, committees, or projects intended to enhance library services or promote consistent policies and procedures across the department.

Programming

- Develops, plans, and implements programs that meet the needs of the community in accordance with the library's mission, including the Summer & Winter adult reading programs.
- Cultivates and maintains relationships with individuals and organizations relative to programming work that grow and deepen the library's connection to the community.
- Creates flyers to promote adult programming and services using Canva or other graphic design software.
- Provides internal departments with dates and information on adult events and services for the online and printed library calendars.
- Collaborates on calendars and social media content related to adult readers' advisory, services, and programs.
- Compiles and shares library event statistics pertinent to the position.

Collections

- Participates in collection development in assigned areas, including both selection and weeding.
- Reviews and analyzes collection use. Recommends materials for purchase based on community needs and awareness of various cultures and socioeconomic backgrounds.
- Creates & maintains book and video displays for adults.
- Manages, monitors, and maintains budget allocations for assigned collection areas.
- Coordinates the receipt and return of the Large Print collection & book kits from KDLA.

Outreach

- Collaborates with the Children & Youth staff to develop, plan, implement, and attend programs and outreach events to promote the library.
- Assists or plans outreach to community organizations, sharing information about library collections, services, and programs.
- Serves as a library liaison to new and existing community partners, as assigned.
- Represents the library at professional and community meetings as assigned.

Qualifications:

Master's Degree in Library Science or Information Science, preferred, or a combination of experience and education that provides the required knowledge, skills, and abilities. At least one year of programming experience is required. Must acquire and maintain State of Kentucky Library Certification at the Professional II Level or higher.

Must have a current driver's license and reliable transportation

Must successfully complete a background check.

Knowledge, Skills, and Abilities

- Knowledge of practices, procedures, techniques, materials, and technology used in professional library service, including general reference, classification, circulation, and adult library services.
- Knowledge of computers and mobile devices. Demonstrates ability to help patrons and/or staff needing assistance using these devices to utilize library databases and services.
- Knowledge of practices for developing and implementing library programs and outreach. Ability to gather information about the community and provide tailored programs and services.
- Demonstrates a strong commitment to public service.
- Demonstrates a positive attitude and excellent interpersonal skills.
- Demonstrates creativity and a forward-thinking approach to library services.
- Ability to thrive in a working environment that requires public contact with people of all backgrounds and age groups.
- Ability to solve practical problems without supervisor intervention. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.
- Ability to manage difficult emotional patron situations, responding to patron needs and requests for assistance while maintaining high-quality customer service.
- Ability to deal with people tactfully and effectively, establishing and maintaining positive working relations with patrons, co-workers, and community partners.
- Ability to organize own work, set priorities, and meet deadlines with flexibility.
- Ability to work independently and as part of a team.

Physical Demands

While performing the duties of this job, the employee must be able to communicate information and ideas so others will understand and be able to exchange accurate information. The employee must be able to remain in a stationary position 60% of the time; move about the office and department to access computers, library materials, and other office equipment; operate a computer and other office equipment; grasp library and other materials; and position self to access library materials and other objects on low and high shelves. The employee must occasionally lift and or move up to 30 pounds. Occasional travel to other locations to work or attend meetings may be required. There may be some work performed outdoors or in other community buildings.

The Spencer County Public Library is committed to equal employment opportunity. The physical demands described herein are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Work Environment

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. There is potential exposure to dust and mold, ink on printed pages, and strong scents.

Schedule

Full-time (37.5 hours weekly), typically Monday, plus Wednesday through Saturday. This position may require working any hours the library is open, including days and evenings. Although a weekly schedule is established, the needs of the library may require schedule changes and flexibility.

Salary

\$18.00 per hour on a bi-weekly basis.

Benefits

- Medical and vision insurance (employer-paid)
- Supplemental benefits available through payroll deduction
- Generous paid time off (vacation, sick, holidays)
- KY Pension plan (CRS) with employer contribution
- Employee Assistance Plan

TWO STEPS TO APPLY

1. Complete & Submit the SCPL online employment application at the foot of the library website under Employment. The completed, submitted application will be forwarded automatically to our hiring department.
2. Email cover letter with resume to lawson_director@scplky.org

Completed applications, resumes, and cover letters may also be dropped off at the library's front desk to the attention of the director.

NO PHONE CALLS