



REPORTS TO:	Director
FULL TIME:	37.5 hrs. a week
Possible Desk Coverage	Weekdays, Weeknights, Weekends
STATUS:	Non-exempt
BENEFITS	Paid Health Insurance, Vacation, Sick Leave
UPDATED:	September 2025

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**Job Duties:**

The Adult Services Librarian is responsible for consistently and actively providing high-quality service to all customers and promoting an accommodating library environment.

Under the general direction of the Director, the Adult Services Librarian provides reference services at the library for all ages and programming for adult patrons. They develop services for this age level and select appropriate materials for adults. Determining and adhering to established budgets and tracking detailed information is required. Duties require supervisory skills, independent judgment, and independent action. The Adult Services Librarian interacts with the public and other staff members.

**ESSENTIAL DUTIES:**

- Provide reference and reader's advisory service to phone-in, walk-in and on-line patron questions
- Plan and provide library programs for adults, including the monthly library book club and the annual Summer & Winter reading programs
- Initiate interactions with library customers to discover information needs
- Assist with some outreach activities and networks with local agencies
- Utilize all forms of information to help library customers locate needed information, whether in print or online
- Create flyers and signs to promote adult programming & services using Canva or another graphics program
- Provide internal departments with dates and info on the adult library offerings for the online and print calendars
- Circulate materials, process reserves, check items in and out, shelve items as needed, and ensure that materials are easily located
- Sign up new cardholders, verify and update existing customer information, and process payments and credits on library accounts
- Assist with the library volunteer program
- Communicate effectively, professionally, and courteously with both internal and external customers
- Apply library policy and procedures consistently and fairly and provide excellent customer service.
- Perform collection development/collection management activities as assigned.
- Coordinate the receipt and return of the rotating Large Print Collection from KDLA
- Coordinate the ordering, receipt, and return of Book Club Kits from KDLA
- Create and maintain book & video displays for adults
- Create monthly narrative and statistical reports of the departments' activities for the director to share with the library board at their monthly meeting

- Create library presentations as assigned
- Assist with general desk duties: faxing, scanning, and copying
- Work to maintain a clean workspace, handle minor cleanups, and report building or maintenance issues to the director or assistant director
- Assist in technical aspects such as managing periodicals, reserve lists, and donated materials
- Perform other duties as assigned

### **Qualifications / Experience:**

Required Knowledge, Skills, and Abilities: This person must be able to:

- Establish and maintain a positive working relationship with a diverse community of customers and library staff
- Communicate effectively in both oral and written form with customers and staff.
- Follow oral and written instructions
- Experience with Canva or another graphics program
- Have a working knowledge of Microsoft Office products, Microsoft Windows, and Internet navigation, and be able to perform basic computer troubleshooting
- Stay abreast of new devices & technology operations and be able to explain how to use them to patrons
- Operate computers, printers, copiers, fax machines, and other library equipment
- Work a flexible schedule, which may include day, night, and weekend hours
- Exhibit flexibility and a willingness to work in a dynamic, busy, and changing environment.
- Learn, understand, and apply library policy and procedure
- Apply basic math and literacy skills
- Maintain confidentiality of customer information and library records

### **MINIMUM EXPERIENCE, EDUCATION, and TRAINING:**

- MLS (preferred) or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities
- Customer service experience required
- Ability to work weekends and evenings required
- Willingness to travel to and attend conferences, including the ability to stay overnight if needed
- Knowledge of library principles and practices and the ability to apply them
- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements
- Experience with standard office software, including Microsoft Office products, email, social media, and internet usage.
- Valid driver's license, reliable transportation, and a satisfactory driving history

### **LICENSE/CERTIFICATION**

- Full-time Library Professionals must have the ability to be certified at the Paraprofessional level within 5 years of employment.

### **Physical Characteristics**

- Sufficient powers of speech, hearing, or other common capabilities, with or without reasonable accommodations, to enable the employee to communicate effectively

- Sufficient vision or other powers of observation, with or without reasonable accommodations, to enable the employee to review a wide variety of materials in electronic and print formats
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to function in a general office environment
- Able to reach above the head and below the knee to retrieve shelved items
- Pushing or pulling of book truck of up to 50 pounds
- Mobility necessary to aid patrons
- Lifting and handling of books and materials up to 20 pounds
- Packing and unpacking boxes
- **Work Devices**
  - Cash register
  - Computer and peripherals
  - Copy machine
  - Fax machine
  - Book cart
  - AV equipment
  - Calculator
  - Other general office equipment
- **Work Environment**
  - Climate-controlled inside work environment with occasional outside work
  - Exposure to dust and mold
  - Exposure to noise
  - Exposure to ink on printed page
  - Exposure to chemicals
  - Exposure to disease

*The job description is not a contract between the Library and the employee. The Spencer County Public Library is an at-will employer. The duties of the job description may be changed at the discretion of the library, and/or the library may request the employee to perform duties not listed in the job description.*