

## **ADULT SERVICES LIBRARIAN**

### **Definition:**

Under general supervision performs a variety of professional library work; provides reference and reader advisory services; provides customer service at a reference desk, public counter and in the stacks; assists the public in the use of library equipment, facilities, materials and services and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Interacts with the general public, guides the reading interests of a wide variety of library patrons, answers patron inquiries.

Provides expertise in specific areas of the library as assigned.

Advises and assists patrons in the use of library services, tools, equipment and electronic resources.

Plans, organizes and implements the work in the adult services-related area.

Explains and applies library policies and procedures to patrons and staff.

Accesses and retrieves information for patrons and staff as requested.

Participates in the compiling of activity reports and statistics.

Participates or assists in the selection of new materials and in the maintenance of the collection as needed.

Monitors/coordinates the work of staff as assigned.

Plans, conducts and participates in library programs and special events as assigned.

Makes oral and written presentations.

Operates a personal computer and uses applicable software to generate specialized library reports and related items.

Assists in maintaining library facilities in a quiet, safe and orderly condition.

Opens and/or closes and secures the library/library facilities as assigned.

Lifts and moves boxes of books, supplies and other items weighing 30 pounds or less and pushes/pulls a loaded book cart.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Monitors and is responsible for library building operations as assigned.

Drives a vehicle on City business, depending on area assigned.

**Class Characteristics:**

Adult Services Librarian is a multi-incumbent class at the journey level. Incumbents perform the full range of professional duties as assigned. Duties require exercising judgment and initiative and are performed under limited supervision. Adult Services Librarian is distinguished from the class of Senior Librarian by the Senior Librarian's higher level of responsibility. Adult Services Librarian is distinguished from other librarian classes by the specialized duties, knowledge and ability of the latter.

**Contacts and Relationships:**

An Adult Services Librarian establishes and maintains contact with staff in the Library. Additional contact will occur with the public/library patrons, particularly in the age group of young adults through senior citizens.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Reader interest levels and types of books and authors.

Principles and practices of library science.

Library organization, policies/procedures, methods, functions, practices and terminology.

Reference sources and methods.

Standard print and non-print work in adult-related areas.

English usage, spelling, grammar and punctuation.

Customer service techniques.

Computer applications related to area assigned.

**AND**

**Ability to:**

Perform responsible library duties.

Promote interest in library services.

Communicate effectively orally and in writing.

Prepare and present material to various audiences.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain effective relationships with those contacted in the course of work.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Bachelors Degree in any major and a Masters Degree in Library Science from an accredited college or university.

**AND**

**Experience:**

One year of professional library experience.

**Special Requirements Include:**

An Adult Services Librarian assigned to the Bookmobile must have a valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout assignment to the Bookmobile.

Must be able to work a flexible schedule including weekends and evenings to accommodate City needs.

**Other:**

Bilingual ability may be preferred for some positions.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office and library/public counter environment. An incumbent uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, grasps, lifts and moves boxes of books, library equipment, supplies and related items weighing 30 pounds or less. An incumbent pushes and/or pulls a loaded book cart, uses a step stool and will be exposed to book dust. An incumbent assigned to the Bookmobile climbs stairs into the Bookmobile, is exposed to diesel fumes. An incumbent must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt – Professional.

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