

LIBRARIAN – INFORMATION & ADULT SERVICES

The Information & Adult Services Librarian is responsible for the effective provision and management of reference service to the public. They develop and maintain the library's information resources and plans and presents programs and services for adults. This is done through effective community needs assessment and outreach activities. Technology planning and administration make up the balance of the duties in this position. The Information & Adult Services Librarian together with the Public Services Coordinator, work closely with the Library Director and assist, where needed, in the overall management of the Library, implementing the vision espoused by the Board.

REFERENCE SERVICES

Develops and maintains appropriate performance standards with respect to the delivery of reference and information service.

Assists patrons in the fulfillment of reference queries using proper reference transaction techniques and trains staff in same.

Develops in depth knowledge and expertise in the use of the library's print and electronic reference resources, non-fiction and ensures staff has appropriate level of knowledge in the use of these resources.

Selects and weeds materials as designated by the library's Director.

ADULT SERVICES & LIBRARY OUTREACH

Promotes library service and the information service to patrons and community agencies through the development and delivery of a proactive outreach program.

Organizes adult programs such as seminars, talks, exhibits, etc. as well as training adults in the use of electronic information tools, including the Internet, the library's OPACs and databases.

Responsible for advertising and promotion of all library programs through the web page. Works with other staff in production of publicity materials.

NETWORK/TECHNOLOGY MANAGEMENT

Responsible for local area network and other technology planning and maintenance, including the updating of the library's website.

Supervises the work of a computer support contractor.

OTHER DUTIES

May assume role of Library Director in their absence.

Other duties as assigned.

Reports to: Library Director

Hours of work: Full time (35 hours a week, including evening and rotating Saturday shifts) or job-share

Employment Status: Permanent – Full time / Job-share – Part time

Pay level: Supervisor

QUALIFICATIONS

This staff member will possess an MLIS from an accredited Library and Information Science/Studies program. They will have strong commitment to intellectual freedom and be able to demonstrate this in day-to-day interactions with library customers and staff.

Professionalism and strong leadership skills are required to participate in collaborative problem solving and to assume responsibility for projecting a positive library image to both staff and the public.

The Librarian will demonstrate excellent customer service skills and be able to encourage and develop these skills in others. They will be able to provide reference service in a variety of formats (online, chat, email, and in person) and ensure that a high standard of service is given in all contexts.

This position requires a high degree of computer literacy. These skills include general computer maintenance and troubleshooting, training staff in the provision of basic computing support for the public, proficiency in online searching techniques, knowledge and experience in network maintenance, and experience using website editing and creation software.

Excellent communication and organization skills will help this staff member to develop and maintain effective relationships with community and business groups, government and civic agencies, professional organizations, as well as current and potential library users.

update June 2022