

## **Adult Services Librarian Owen County Public Library**

Under the general direction of the Director, the Adult Services librarian will be responsible for providing reader advisory/reference service and computer assistance; planning and producing programs for our adult audience; and other circulation tasks as assigned.

Among the duties the Adult Services Librarian shall be responsible for are the following:

- Designs, coordinates, presents, and evaluates in-library programs and exhibits that meet the changing needs of the adults in our community.
- Assists customers in securing information and in selecting and using library materials to meet specific needs.
- Carries out circulation desk activities including checking library materials in and out, recording daily statistics, issuing library cards, and re-shelving books.
- Answers reference/research questions – in person, by phone, e-mail, or letter.
- Assists customers in the use of the OPAC, Internet, and other computer resources.
- Presents information about library services and programs to individuals and groups.
- Ability to deal tactfully and courteously with the public; and to establish and maintain effective working relationships with co-workers.
- Performs related duties as required and assigned by the Director.

A typical work schedule will include some weekend and evening. Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Candidates with library experience will be given preference in the hiring process. Hourly pay rates will be determined by experience. Benefits for full time employees (32 hours per week or more) include paid vacation and sick days, paid health insurance and employer contributions to a health savings account, and employer retirement contributions. This position may also be filled by a part-time employee, with a more limited scope of responsibility.