



**Plymouth Public Library**

130 Division Street  
Plymouth, WI 53073  
920-892-4416  
www.plymouthpubliclibrary.net

# Librarian – Adult Services

<b>Department:</b>	Public Library	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Plymouth Public Library	<b>Job Status:</b>	Non-Bargaining Unit
<b>Reports to:</b>	Library Director	<b>Prepared by:</b>	Library Director
<b>Date:</b>	1/99, 8/00(rev), 1/05(rev), 5/20 (rev)	<b>Approved by:</b>	Library Board of Trustees

## GENERAL DESCRIPTION

Oversees reference, interlibrary loans, collection development, and programming. Acts as the Assistant Library Director and supervises library staff in absence of the Library Director.

## JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

### Examples of Essential Job Functions

- Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of adults.
- Develops and maintains the adult collection and makes sure the library’s collection includes print and digital resources aimed at the specific interests and needs of the community.
- Provide reader’s advisory services, offering meaningful recommendations of the latest books, movies, and music.
- Provides research and reference assistance to individual library patrons and community organizations.
- Adopts a community engagement mindset and develops and maintains effective relationships with community groups, agencies and non-profits that serve adults in order to plan and deliver programs and services that meet local needs and interests.
- Responsible for interlibrary loan services.
- Greets library patrons and assists with circulation desk procedures, including library card registration, check in and check out of materials, and acceptance of payment for fees.
- Follows circulation desk procedures and library policies and explains policy to library patrons.
- Maintains awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Assists library patrons with online catalog, databases, computers, photocopier, and other library equipment and resources.

## OTHER DUTIES

- Attend staff meetings and continuing education programs as requested.
- Participate in relevant library system meetings, volunteer opportunities, and planning.
- Performs other related work as assigned by the Library Director.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to effectively present information and respond to questions from patrons using excellent communication skills.
- Ability to follow detailed directions.
- Ability to maintain a regular work schedule that includes flexibility to working days, evenings, and weekends as required.
- Excellent interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.

## REQUIRED PHYSICAL DEMANDS

- Ability to work in a defined space and stand for periods of time.
- Bending/twisting, reaching, and feeling.
- Climbing: ascending and descending short footstool.
- Lifting and carrying up to 50 pounds.
- Pushing and pulling: objects weighing 100 pounds on wheeled carts.
- Standing, walking, stooping, kneeling, and crouching.
- Talking, hearing, and near vision.

## EXAMPLES OF EQUIPMENT USED

- Computer, scanner, photocopier, automation system, telephone, fax machine, audiovisual equipment, projector, microfilm/microfiche reader, step stool, book trucks, and other library equipment.

## EDUCATION AND TRAINING

- Master's degree in library science from an ALA-accredited library school. An equivalent combination of education and work experience may be considered.
- Strong technology and computer skills required.
- Some previous library experience is preferred.

**Disclaimer:** The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.