

# CITY OF LEWISTON

## Job Description

**Job Title: ADULT SERVICES LIBRARIAN**

**Department:** Library

**Division:** Adult & Teen Services

**Reports To:** Library Director

**FLSA Status:** Exempt

**Class Grade:** 6

**Bargaining Unit:** Pro-Tech

### **Summary:**

Responsible for day-to-day operation of Adult & Teen Services (Reference Desk, Teen Room, and Computer Lab); takes lead role in utilizing new technologies to deliver communications, information, and resources to Library users; and collaborates with community organizations to develop resources and programming to address constituency needs.

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

1. Oversees the operations, scheduling, and services of the Reference Desk, Teen Room, and Computer Lab.
2. Oversees and supervises Adult & Teen Services staff and volunteers, including interviewing and hiring, training, assigning tasks, monitoring work progress, and performance appraisal.
3. Contacts local organizations to determine their information needs and plans and delivers joint programs and services to meet those needs.
4. Promotes library services.
5. Teaches users to effectively utilize library resources.
6. Maintains communication with colleagues in other library divisions.
7. Assesses community and user education, information, and cultural needs and develops services and resources to meet those needs.
8. Collects statistics as needed or assigned.
9. Responsible for long-range planning for the Adult & Teen Services Division.
10. May be involved in resolving discipline issues.
11. Involved in collection and resource development for several different areas.
12. Maintains an understanding of new technologies useful for delivering information, services and resources to the library's users.
13. Assists with the marketing of the Library's services to the community.
14. Assists with the planning and implementation of programs for teens and adults.
15. Assists with the development of the Library's web pages.
16. Tracks Adult & Teen Services (including audio-visual and electronic resource) expenditures against budgeted allocations.
17. Performs other duties as assigned.

**Skills/Training Required:**

Technology, computer and communication skills

**Supervisory Responsibilities:**

Supervises full and part time Adult & Teen Services staff and volunteers; supervises library facility.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Certificates, Licenses, Registrations:** N/A**Education and/or Experience:**

Master's degree or equivalent in Library and Information Science with three (3) years related experience and/or training; or equivalent combination of education and experience.