

**Burlington (CT) Public Library
Adult Services Librarian
Job Description**

GENERAL STATEMENT OF DUTIES: Under the general supervision of the Library Director, the Adult Services Librarian assists in developing, administering and coordinating programs and materials for patrons 18 and older. Performs various library operations such as Circulation desk services, reader's advisory, reference assistance, material selection and cataloging.

SUPERVISION RECEIVED: Reports directly to the Library Director

SUPERVISION EXERCISED: No supervisory duties.

Hours of work: 37.5 per week, full time, Union position

Principal Responsibilities and Duties:

Responsible for the planning, implementing and evaluating of library services for adult patrons.

Develops and manages the adult library collection. Selects, orders and catalogs new materials and weeds the collection as needed.

Assists library patrons at the Circulation desk providing reader's advisory and reference services; staffs the Circulation desk in rotation with other staff members; provides technology assistance to patrons.

Ability to establish and maintain effective working relationships with superiors, co-workers, officials of other agencies and the public.

Exhibit strong computer literacy, including but not limited to Sierra ILS, TS360, Microsoft products, Canva, WordPress and various social media platforms.

Creates displays and assists with shelving as needed.

Seeks opportunities for grant funding for adult programs and materials.

Exhibit excellent interpersonal skills; superior customer service skills and the ability to identify needs and develop services accordingly.

Performs other related duties as assigned.

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.

The employee must routinely lift and /or move items up to 10 pounds, occasionally lift and/or move up to 25 pounds and have the ability to push book trucks with up to 150 pounds of materials. It is essential to be able to stand at the circulation desk for long periods of time. Have the ability to operate a keyboard. Able to safely climb or balance, stoop, kneel, crouch, and reach high & low shelves.

Minimum Qualifications:

An MLS/MLIS from an ALA accredited institution. Excellent customer service skills. Experience with planning and implementing programs and selecting materials for purchase. Comfortable with technology including a familiarity with social media and graphic design platforms. 1-3 years experience in a public library setting preferred.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

9/29/2022