



Job Title: Adult Services Librarian
Department: Revere Public Library
Supervisor: Library Director, Board of Trustees
Location: 179 Beach St, Revere, MA 02151 (subject to change)
Hours: Up to 39 hours per week, including some nights and weekends.
Salary: \$23.63-\$26.18 salary range based on experience; this is a full-time, union position.

DESCRIPTION:

Under the general direction of the Library Director, the Adult Services Librarian provides programming for adult patrons, develops services for this age level, selects appropriate circulating materials for adults as necessary, conducts computer instruction for the public, and performs specialized tasks related to providing reference services for all ages. The Adult Services Librarian interacts with the public and other staff members.

ESSENTIAL FUNCTIONS:

- Work under the general direction of the Library Director.
- Assume responsibility for providing direct services to our adult patrons
- Create and participate in a network of contacts with the public, Senior Center other libraries, and other departments as needed.

Examples of Responsibilities

- Plans, organizes and conducts a wide variety of programs and activities to encourage reading and the ongoing use of library facilities and services.
- Creates collection development and acquisition policies in support of Adult Services with a focus on diversity and inclusion.
- Evaluates the collection on a regular basis, discarding outdated materials and updating as needed according to our collection development and weeding policies while adhering to our mission statement.
- Provides reader advisory services appropriate to adults and assists in the use of all the library's resources.
- Performs general reference work.

QUALIFICATIONS

- Master's Degree in Library & Information Science from an ALA-accredited college or university, plus 3 years of public professional library experience working directly with an adult population

- Availability to work nights and weekends may be required. (Schedule is open for discussion)
- Able to recognize and set priorities, use initiative and independent judgment, and know when to seek the advice of others.
- Able to identify and translate adult needs and interests into effective library services and programs.
- Knowledge of current trends in library services for adults
- Ability to communicate effectively with others, orally and in writing including through email
- Able to establish and maintain effective working relationships with co-workers, patrons, community organizations, and other stakeholders.
- Commitment to continuous learning and staying current with emerging technologies, including digital media.
- Preferred multi-lingual

PHYSICAL ENVIRONMENT:

The work environment is in inside the library. Position requires standing/walking and stooping in the performance of daily activities. Also, the ability to lift up to 20 pounds occasionally is also required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City's [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: jobs@revere.org.