



Title: Adult Services Librarian

Department: Revere Public Library

Hours: 39 hours per week, flexible schedule including nights and weekends

Salary: \$24.34-\$26.97 per hour. This is a full-time, union position.

Job Summary

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.

Responsibilities in addition to the above:

The Adult Librarian will:

- Work under the general direction of the Library Director.
- Assume responsibility for providing direct services to our adult patrons
- Plans, organizes and conducts a wide variety of programs and activities to encourage reading and the ongoing use of library facilities and services.
- Create and participate in a network of contacts with the public, Senior Center other libraries, and other departments as needed.
- Creates collection development and acquisition policies in support of Adult Services with a focus on diversity and inclusion.
- Evaluate the collection regularly, discarding outdated materials and updating as needed according to our collection development and weeding policies while adhering to our mission statement.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.
- Assists the general public with computer needs.
- Keeps the Space organized and updated based on current holidays, trends, pop culture, and other cultural events.
- Compiles statistics for evaluation of programs and services and prepares reports.

- Collaborates with other staff as needed on interdepartmental projects, marketing campaigns, special events, etc.
- Initiates public relations activities and programs to promote the image and use of the library.
- Collaborates with local organizations and groups as needed.
- Organizes and supervises the volunteer program for our adult patrons.
- Works at service desks for circulation and answering general questions as needed.
- Performs other related duties as required.

SUPERVISION RECEIVED:

Works under and follows clearly established policies and procedures. The incumbent receives frequent instruction from his or her supervisor.

QUALIFICATIONS:

Five to Seven (5-7) years of related experience preferably in a public library.

- Revere residency required. Waiver required for non-Revere residents
- The ideal candidate is customer-focused, friendly, able to handle situations with discretion and tact, initiative, resourcefulness, and good judgment, both individually and as part of a team.
- Familiarity with Windows and Apple operating systems.

KNOWLEDGE, ABILITY, and SKILLS

Knowledge

- Familiarity with cloud software such as Google apps, Dropbox, etc.
- Proficiency with Apple products is desirable.
- Event planning
- Hosting a book club

Abilities

- Must be able to learn new skills easily.
- Ability to use office equipment such as telephones, copiers, scanners, fax machines, and printers, including basic troubleshooting.
- Ability to learn new computer software and other skills.
- Ability to develop and implement creative approaches to reach targeted audiences.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow written and oral directions and instructions.
- Ability to work independently and as part of a team, exercising good judgment.

Skills

- Master's Degree in Library & Information Science from an ALA-accredited college or university, or more than 3 years of public professional library experience working directly with an adult population.
- Knowledge of current trends in library services for adults.
- Independent problem-solving skills, and the ability to work under stress.

- Strong organizational skills accuracy and attention to detail.
- Strong commitment to excellent customer service.
- 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.
- Must be available to work nights and weekends. (Schedule is open for discussion)

WORK ENVIRONMENT

Work is performed primarily in office conditions. Daily interaction with the general public in person, by phone, and or email communications. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. The work does require some level of physical activity including walking up and down stairs regularly as well as standing for long periods.

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 protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should submit a resume, cover letter and salary requirements to jobs@revere.org by