



## Adult Services Librarian Job Description

### The Position

Under the direction of the Assistant Director for Library Services, the Adult Services Librarian will play a key role in the development, administration, and delivery of customer-focused library services. This position will plan and implement a variety of reading, educational, and cultural programs that encourage personal growth and exploration and foster community relations. This position will work closely with the Technology and Learning Initiatives Librarian to develop learning opportunities that assist library patrons in the use of library services, digital resources, equipment, and the facility.

### Principle Responsibilities

- Initiate, plan, and provide services for adults across the demographic, socioeconomic and intellectual spectrum, including underserved populations
- Collect and analyze circulation data, user feedback, and other statistics to inform program planning and improvement and new services; prepare reports and infographics
- Maintain and create topic guides, reading lists, and displays in various subject areas
- Participate in collection development, evaluating and selecting materials and information in a variety of formats
- Work with the Community Engagement Librarian to publicize events, programs, and services, develop newsletters, and other materials
- Work at the Information Desk to provide reference and research assistance, readers' advisory, and information and digital literacy
- Liaise and maintain collaborative relationships with community groups and key stakeholders; support Library and Foundation special events and initiatives
- Work with volunteers to plan exhibits for the library's art gallery
- Assist in grant acquisitions and management including conducting research, developing SMART outcomes, writing reports, and managing project budgets
- Supervise personnel, interns, and volunteers as assigned
- Perform additional duties as assigned, including direct public service, serving on task forces or committees, etc.

### Knowledge, Skills & Abilities

- Thorough knowledge of principles, trends, and practices of professional library work
- Understanding of different learning styles, effective teaching principles, and outcomes measurement
- Understanding of, and ability to apply, principles of diversity, equity and inclusion
- Excellent and effective communication skills with people from diverse backgrounds

- Effective interpersonal and team-building skills and the ability to foster a positive team environment among staff, volunteers, and community partners
- Ability to adapt to change and the willingness to teach and learn new ways of doing things, including new technologies
- Ability to handle multiple projects and deadlines, work independently and efficiently

### **Education & Experience**

Any combination equivalent to:

- Master's Degree in Library and Information Science, Informatics, or related field from an ALA-accredited school
- Two Years + of professional library experience, preferably in a public library
- Three Years + planning and implementing effective and meaningful programs for adults
- Some supervisory experience preferred

### **The Belvedere Tiburon Library is an Equal Opportunity and Drug Free Workplace**

#### **Employer**

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

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