

# Paul Sawyer Public Library

## Adult Programming Librarian

**Department:** Adult Services  
**Reports to:** Adult Services Manager  
**Status:** Full-Time, Non-Exempt  
**Schedule:** 37.5 hr/wk

**APPLICATION DEADLINE: Friday, December 27<sup>th</sup> by 5:00 pm**

### Essential Functions

*The functions, as outlined below, are intended to be representative of the tasks performed within this position. Any omission does not preclude management from assigning additional/different functions from those set forth in order to address the changing needs of the library.*

### Programming

- Develops, plans, and implements programs that meet the needs of the community in accordance with the library's mission.
- Cultivates and maintains relationships with individuals and organizations relative to programming work that grow and deepen the library's connection in the community.
- Collaborates on production of marketing materials, displays, and social media content related to adult readers' advisory, services, and programs.
- Compiles and shares library event statistics pertinent to position.

### Outreach

- Collaborates with Adult Services and Youth Services staff to develop, plan, implement, and attend programs and outreach events in promotion of the library.
- Provides outreach to community organizations, sharing information about library collections, services, and programs.
- Serves as a library liaison to new and existing community partners as assigned.
- Represents the library at professional and community meetings as assigned.

### Patron Assistance

- Delivers exceptional customer service while answering reference questions, providing readers' advisory, and teaching or assisting with the library's physical and digital collections.
- Proficiently handles all circulation duties, which may include staffing the circulation desk, shelving, and addressing patron complaints when called upon.
- Tactfully explains basic policies, procedures, and codes of conduct to patrons. Refers to appropriate supervisory level as needed.
- Reflects the library's mission and service standards in all interactions. Communicates pleasantly and effectively with diverse patrons and staff, maintaining a positive and professional demeanor while providing friendly, courteous service.
- Responds to suggestions, requests, or concerns from library patrons or community members.

- Participates in meetings, committees, or projects intended to enhance library services or promote consistent policies and procedures across the department.

### **Collections and Services**

- Participates in collection development in assigned areas, including both selection and weeding.
- Reviews and analyzes collection use. Recommends materials for purchase based on community needs and awareness of various cultures and socioeconomic backgrounds.
- Manages, monitors, and maintains budget allocations for assigned collection areas.
- Develops, implements, and evaluates services related to assigned areas.

### **Qualifications**

Master's Degree in Library or Information Science, or a closely related field, plus at least one year of experience as a professional librarian (including programming experience). Must acquire and maintain State of Kentucky Library Certification at the Professional II level or higher.

Must successfully complete a background check.

### **Knowledge, Skills, and Abilities**

- Knowledge of practices, procedures, techniques, materials, and technology used in professional library service, including general reference, classification, circulation, and adult library services.
- Knowledge of computers and mobile devices. Demonstrates ability to help patrons and/or staff in need of assistance when using these devices to utilize library databases and services.
- Knowledge of practices for developing and implementing library programs and outreach. Ability to gather information about the community and provide tailored programs and services.
- Demonstrates a strong commitment to public service.
- Demonstrates a positive attitude and excellent interpersonal skills.
- Demonstrates creativity and a forward-thinking approach to library service.
- Ability to thrive in a working environment that requires public contact with people of all backgrounds and age groups.
- Ability to solve practical problems without supervisor intervention. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to manage difficult or emotional patron situations, responding to patron needs and requests for assistance while maintaining high quality customer service skills.
- Ability to deal with people tactfully and effectively, establishing and maintaining positive working relations with patrons, co-workers, and community partners.
- Ability to organize own work, setting priorities and meeting deadlines with flexibility.
- Ability to work independently and as part of a team.

### **Physical Demands**

While performing the duties of this job, the employee must be able to communicate information and ideas so others will understand and be able to exchange accurate information. The employee must be able to remain in a stationary position 70% of the time; move about the office and department to access computers, library materials, and other office equipment; operate a computer and other office equipment; grasp library and other materials; and position self to access library materials and other objects on low and high shelves. The

employee must occasionally lift and/or move up to 30 pounds. Occasional travel to other locations to work or attend meetings may be required. There may be some work performed outdoors or in other community buildings.

Paul Sawyer Public Library is committed to equal employment opportunity. The physical demands described herein 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 these essential functions.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Potential exposure to dust and mold, ink on printed pages, and strong scents.

### **Schedule**

Full time (37.5 hours weekly), typically Monday-Friday. This position may require working during any of the hours that the library is open, including days, evenings, and rotating Sundays. Although a weekly schedule is established, the needs of the library may require schedule changes and flexibility.

### **Salary**

\$22.50 per hour paid on a bi-weekly basis.

### **Benefits**

- Medical, dental, vision, and life insurance (employer-paid)
- Supplemental benefits to include (but not limited to) short-term disability and long-term disability
- Generous paid time off plan (vacation, sick, holidays)
- Pension plan with employer contribution
- Employee assistance program
- 401k, 457, & IRA

### **HOW TO APPLY**

Email cover letter with résumé and completed employment application to [HR@pspl.org](mailto:HR@pspl.org). Completed applications and letters may also be dropped off at the front desk of the library.

**NO PHONE CALLS.**