**City of Portage**

**Job Description**

**Job Title: Adult Services Librarian**

**Department: Portage Public Library**

**Reports To: Library Director**

**Schedule: Full-Time, 40 hours per week**

**SUMMARY**

Under general supervision of the library director, directs the activities of adult services and library technology.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develops, selects, maintains and weeds all adult materials collections, which includes all adult fiction, nonfiction, large print, magazines and audiovisual materials, including graphic novels and video games.
2. Coordinates the book memorials program and book donation area.
3. Assists in hiring, training, evaluating, scheduling and supervising Library Assistants: Public Services, Technical Services and Events & Programming Coordinator.
4. Oversees the Events & Programming Coordinator, in areas related to adult services (programming and promotion), and technology and passes observations to the library director.
5. Serves on the Leadership Team, participating in library planning, making policy and serves as supervisor in the absence of the director.
6. Manages a budget for materials, programs, and continuing education.
7. Advises the library director regarding policies and procedures that pertain to adult services.
8. Writes reports, recommendations and procedures; implements decisions.
9. Confers with community groups in an advisory capacity.
10. Oversees the promotion of library services through flyers, news releases and other types of publicity.
11. Assists with marketing plan and style guide. Prepares publicity.
12. Oversees special interest displays, programs and projects.
13. Assists patrons with ready-reference, technology assistance and reader’s advisory at the Information Desk.
14. Supervises Information Desk shifts and monitors and schedules coverage.
15. Provides backup assistance at the service desks.
16. Carries out library policies and procedures.
17. Compiles statistical information on adult services and technology.
18. Serves on professional and library system committees as assigned by the director.
19. Performs light housekeeping.
20. Performs other related work.

**KNOWLEDGE AND ABILITIES**

1. Ability to perform cataloging, classification, reference work and materials selection.
2. Ability to plan, organize and carry out a program of library services for adults.
3. Strong interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
4. Ability to plan, organize, train, supervise and evaluate the work of library employees.
5. Ability to maintain confidentiality of library user information.
6. Ability to use computer software and manage computer technology.
7. Ability to work independently, organize and prioritize work, respond to varied/changing work demand and make decisions as required.
8. Advanced knowledge and understanding of subject areas assigned, and of basic library principles, procedures, technology, goals and philosophy of services.
9. Mobility: travel to meetings outside the library.
10. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.

**ADDITIONAL REQUIREMENTS**

1. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form. Willingness to respond to supervisor’s communications in an accurate and timely fashion.
2. Ability to effectively present information and respond to questions from library users. Working knowledge of English grammar and spelling.
3. Ability to interact positively and pleasantly with all ages.
4. Ability to write reports, business correspondence, and procedure manuals in an understandable way.
5. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator.
6. Identify problems and opportunities; review alternative courses of action before selecting one; utilize information resources available when making decisions.
7. Effectively evaluate or make independent decisions based on experience, knowledge, or training.
8. Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
9. Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to Library Director, Youth Services Librarian or Circulation Services Supervisor when necessary.
10. Set priorities in order to meet assignment deadlines.
11. Keyboarding, writing, filing, sorting, shelving, and processing.
12. Processing library materials; picking up and shelving books.
13. Lifting and carrying: 50 pounds or less.
14. Pushing and pulling: objects weighing 300-400 pounds on wheels.
15. Sitting, standing, walking, climbing, kneeling, bending/twisting, reaching and crouching.

**ENVIRONMENTAL/WORKING CONDITIONS** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Flexible work hours; frequent and regular evening and weekend hours.
2. Occasionally exposed to outside weather conditions.

**EQUIPMENT USED**

Audiovisual equipment, book cart, calculator, fax machine, self-check units, microfilm reader, photocopier, wireless printing, patron devices and telephone.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Eligibility for Grade II Public Librarian Certification by the State of Wisconsin.

**EDUCATION AND EXPERIENCE**

Master’s degree or equivalent, and one to three years related experience and/or training.