



BENBROOK LIBRARY DISTRICT
JOB DESCRIPTION: Adult Services Librarian
Revised January 3, 2024

Under general supervision by the Library Services Director, performs community outreach, programming, promotional, and other activities in support of the adult services department.

Position Title: Adult Services Librarian, Exempt, Pay Grade 3
Supervisor: Library Services Director
Supervises: N/A

Information Desk Duties

1. Greets patrons as they walk into the library
2. Assist patrons with any information requests and with using library equipment and resource materials either in person, by phone or email
3. Knowledgeable about library website and databases, as well as library programs
4. Accepts credit card payments for damaged items and donations as well as informs patrons of updated policies and procedures during patron interactions
5. Instructs patrons on services, including scheduling study rooms through library software

Adult Services Librarian Duties

1. Prepares appealing promotional materials including, but not limited to slides, presentations, brochures, flyers, calendars, charts and graphs, articles, videos, and social media content
2. Plans and delivers programs for adults on a weekly and monthly basis
3. Assists with collection development activities, including evaluating donated items, ordering, cataloging, weeding, and evaluating digital resources
4. Assists in pursuing grants
5. Manages the Seed Library
6. Manages the library's homebound program
7. Supports the library's fundraising efforts
8. Using the library's ILS, runs and compiles various reports for evaluating collection and borrower activities
9. Places interlibrary loan (ILL) requests, monitors ILL activity, and assists with ILL-related problems as they arise
10. Performs outreach services in the community to promote library resources and services
11. Provides technology instruction and assistance to patrons when needed

12. Serves on committees, in support of the MetroShare consortium and otherwise
13. Conducts opening and closing procedures as needed
14. Assists with other adult services initiatives as requested by the Library Services Director
15. Performs other duties as assigned

Attendance

1. Maintains regular attendance of scheduled hours and positive PTO balance
2. Works scheduled Saturdays as assigned
3. Plans and schedules replacement when out on leave
4. Attends mandatory staff meetings as required
5. Steps in to cover essential services while staff are out

Behavior

1. Exhibits professionalism and superior customer service disposition
2. Maintains collaborations with other managers and staff to with the goal of providing the best service possible to the public
3. Follow the policies and procedures as outlined in the employee handbook including dress code
4. Limiting using the library equipment for personal use
5. Ability to communicate effectively

Professional Development

1. Minimum qualifications include Master's degree and 1 year experience
2. Continues updating of education and knowledge through participation in workshops, courses, and reading professional literature, 3 hours of CE required
3. Annually creates 3 goals to further professional development
4. Able to successfully manage time between desk duties and all other duties
5. Willingness to be open to new ideas and provide creative solutions when needed

Physical Job Specifications

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 15 pounds at times.
3. Must be able to climb ladders or stepstools, push and pull book carts, and lift and carry books.
4. Must be able to read and discern computer screens and book labels.
5. Must be able to physically lift tables for set up and take down of library programs