



**Adult Services Librarian
 (Graduate Librarian, Grade 2)**

Division: Adult Services	Primary Location: Main Library	Union: NAGE Local 495
Classification: Professional	Paygrade: 36P	\$27.85 - \$36.36
FLSA Status: Non-Exempt	Full-time: 40 hours/week	Last Revised: November 2023

GENERAL STATEMENT OF DUTIES

This position is an entry level, professional position under the direction of the Deputy Director for Adult Services, the position is responsible for assisting with all aspects of adult services in a busy department, including providing customer assistance at various service points. The Adult Services Librarian provides professional reference & readers’ advisory services and maintains a working knowledge of library resources. This position plans and executes adult programming, outreach, digital literacy instruction, and collection development, and will work with diverse populations in an urban community. Work will include evening and weekend assignments and working at other locations.

Bilingual applicants are encouraged to apply.

DUTIES AND RESPONSIBILITIES

Essential Job Functions

- Provide excellent professional reference and readers’ advisory services to the public in person, on the phone, and online
- Develop, publicize, implement and evaluate adult programming, classes and outreach services, including reading discussion groups, library and technology literacy
- Build, manage and promote quality collections in all formats in assigned subject areas
- Participate in the development and implementation of strategic partnerships with community groups, government agencies, and other appropriate organizations
- Maintain a working knowledge of library resources, and an awareness of new resources and technologies and effectively uses and teaches the library’s resources
- Collaborate with a team of professional and paraprofessional staff and with other city agencies
- Interpret library services and policies to patrons in a clear and courteous manner
- Contribute to creating an environment oriented to trust, open communication, creative thinking, and cohesive team effort
- Participate in staff development and training opportunities
- Work at various locations within the library system, including mobile library services, as needed
- Perform other duties, as assigned, consistent with the functions of the work unit and level of responsibilities

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of search skills using paper and electronic resources
- Ability to initiate, organize, and self-direct work responsibility under moderate supervision
- Excellent interpersonal, written, and verbal communication skills and the ability to communicate with professional and paraprofessional staff about concepts, ideas, and requirements
- Strong commitment to consistent excellent customer service to a diverse population in an urban environment
- High level of professionalism and commitment to the organization
- Embrace opportunities to learn in a fast-paced changing environment
- Demonstrate proficiency in current and emerging technologies

- Ability to work independently and as part of a team
- Ability to create positive working relationships with a diverse staff
- Ability to learn and use library technologies
- Ability to maintain confidentiality
- Knowledge of the principles and correct usage of the English language including grammar, punctuation, and spelling

BACKGROUND REQUIRED

MINIMUM ACCEPTABLE

- Masters of Library Science from a library school accredited by the American Library Association or approved by the Massachusetts Board of Library Commissioners
- Excellent verbal and written communication skills
- Ability to successfully pass CORI/SORI
- Reliable transportation to travel between required locations

PREFERRED

- One (1) year of experience in a public library setting
- One (1) year of experience in customer service
- Prior experience with Adult programming
- Prior experience in an urban setting

PHYSICAL REQUIREMENTS

- Ability to push book carts and bins loaded with library materials
- Ability to reach and retrieve books at high and low shelf heights
- Ability to stand and or sit for prolonged periods of time
- Ability to perform bending, stooping, lifting, pushing, and twisting
- Ability to perform repetitive hand and arm motions for prolonged periods of time
- Ability to move or lift up to 50 lbs.

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

The Worcester Public Library makes every effort to support ALA's "Core Competences of Librarianship" <http://www.ala.org/educationcareers/careers/corecomp> as approved and adopted as policy by the ALA Council, January 27th 2009 and, as an Affirmative Action/Equal Opportunity Employer, values diversity and aims to have its workforce reflect the community.

TO APPLY, PLEASE VISIT: www.worcesterma.gov/employment or send resume and cover letter on or before **MAY 10, 2024 to:** City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. Preference given to Worcester Residents. **The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply. Direct inquiries to: City Hall Human Resources, 508-799-1030, HR@Worcesterma.gov.**