



100 E. Church Avenue Telford, PA 18969 215-723-9109 www.ivpl.org

Adult Services Librarian Job Posting

This professional position provides services to the general public on a day-to-day basis and is responsible for public services to adults, including connecting our users to information, research, programs, and collections through active, personalized engagement, ensuring that our in-person, virtual, and research services are of the highest quality. This includes, but is not limited to: the management and scheduling of the Reference Desk, collection management, planning and implementing programs, aiding the public with computer use, and promoting the use of the collection through displays, group visits, publicity, and outreach. Other duties include responsibility for the Reference Desk functions, including maintaining up-to-date information resources, and developing adult programs of interest to the community, both online and in-person. The work requires that the employee have considerable knowledge, skill, and ability in current trends in public library services, technology, and programming.

Core Duties

- Responsible for a busy Reference Desk, including but not limited to scheduling staff shifts and coverage, assisting patrons with queries, technology assistance, and Library displays.
- Collection Development & Maintenance for adult fiction, nonfiction and eMaterials.
- Programming for adults, such as book clubs, outside presenters, creating and presenting programs.

Expanded Duties

- Assisting in establishing goals and objectives for the Library, following the Library' Strategic Plan.
- Informing the Director of problems and offering solutions.
- Providing input into budgeting, and managing the purchase of print and nonprint materials for adults, as assigned.
- Setting up and following a weeding schedule.
- Serving as a resource person on materials for adults and for all staff.
- Marketing and publicizing the collection and services, including through social media and Library displays.
- Maintaining the periodicals and reference collections, in the Library and online.
- Working with staff to maintain and expand the Library of Things collection.
- Offering friendly, reliable, and courteous service to all members of the public.
- Assisting patrons of all ages to select or locate materials, including eResources.
- Assisting patrons in identifying their reading and information needs and encouraging development of new skills and interests.
- Planning and implementing book-discussion groups.
- Planning, implementing, and evaluating programs of general interest to the public, using both internal and external resources and presenters.
- Participation in professional organizations, and attendance at workshops and conferences as approved.

Qualifications

Knowledge

- Knowledge of the principles, practices and procedures of library science.
- Knowledge of research techniques and reference sources.
- Knowledge of database and online reference sources, Internet, computer applications and library system software.
- Knowledge of adult literature and reading interests.

- Knowledge of collection management, including budgeting, purchasing, and weeding.

Skills

- Excellent oral and written communication skills essential.
- Advanced technology skills. Working knowledge of Google Suite, Canva, Constant Contact, and Zoom are essential. Ability to use eResources and promote to the public and staff.
- Ability to set priorities and complete projects independently and as a member of a team.
- Ability to organize and collaborate work with part time professional staff.
- Ability to interact with persons of all ages.

Physical Requirements

- Ability to sit for a minimum of 4 up to 8 hours, stand and/or walk for a minimum of 2 up to 4 hours per workday.
- Ability to bend/stoop, squat, kneel, reach above shoulder level, lift, push and pull up to 40% of the workday for material manipulation.
- Ability to lift and carry up to 34 pounds of materials up to 10% of the workday, lift and carry up to 24 pounds of materials up to 20% of the workday, and lift and carry up to 10 pounds of materials up to 50% of the workday.
- Ability to repetitively grasp, lift and carry materials and objects.
- Ability to repetitively perform fine motor manipulations including typing and writing.
- Ability to view a computer monitor for up to 80% of the workday.

Minimum Education, Training, and Experience Required:

- Master's Degree in Library Science from an ALA-accredited school.
- Eligibility for a Commonwealth of Pennsylvania public librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment

Job Hours: 37.5 hours per week, including some evenings and weekend rotation

Starting Wage: \$50,000-54,00 DOE, plus benefits (health, PTO). All Library positions require a PA state criminal background check, PA Child Abuse History Clearance and a FBI fingerprint-based federal criminal history background check prior to start date.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

The job description does not constitute an employment agreement between the Indian Valley Public Library and the employee, and is subject to change as the needs of the Library and the requirements of the job change.

Indian Valley Public Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply: send a resume and cover letter to Tracey Reed treed@ivpl.org