CITY OF WIXOM
EMPLOYEE POSITION DESCRIPTION

POSITION TITLE: Adult & Support Services Librarian

REPORTS TO: Library Director

SUPERVISES: Circulation Clerks

SALARY RANGE: $48,266 to $65,288

DUTIES AND RESPONSIBILITIES:

- Provides reference and reader's advisory services to all ages in person, by telephone and by e-mail, using materials in a variety of formats.
- Trains individuals and groups in the use of library resources, including the online catalog, databases and the Internet.
- Uses computers, online catalog, Internet and digital resources effectively for providing library services.
- Coordinates Information Desk activities, public computer use, and meeting room scheduling.
- Supervises the operation of the Circulation Department, according to established circulation policies and procedures.
- Supervises the activities of circulation clerks as assigned. Assists in hiring, training and evaluating work performance of assigned staff.
- Maintains segments of the library's adult collection by selecting and weeding materials, evaluating their appeal and value to the Wixom community.
- Manages budgets allocated for adult materials and programming as assigned.
- Participates in display preparation, marketing of collections and services, and outreach activities to community organizations.
- Plans, prepares and presents adult programs and book discussion groups. Coordinates the adult summer reading program.
- Conducts outreach activities with community groups.
- Monitors the behavior of library users, effectively handling problematic situations.
- Works collaboratively with all staff to ensure seamless services for all library patrons.
- Assists the Library Director with adult services and support services planning.
- Attends staff meetings, conferences and workshops, and reads professional literature to stay current in the field.
- Serves as the Librarian-In-Charge in the absence of the Library Director and Head of Youth Services.
- Performs related duties as required.

Date Position Last Reviewed: August 2022

QUALIFICATIONS

Education and Experience

- Master's Degree in Library and Information Science from an ALA-accredited school.
- Level 1 or 2 Librarian Certification from Library of Michigan.
- Minimum of 3 years public library experience.

Skills and Abilities

- Advanced knowledge of public library services, particularly for adults and circulation.
- Ability to create new and innovative library procedures and services.
- Demonstrated ability to use technology, including automated library system, office productivity software, electronic resources, and databases.
- Ability to communicate effectively and courteously with supervisor, library staff, and the public.
- Exhibit flexibility and willingness to lead in a collaborative team environment.
- Excellent interpersonal, communication, organization and time management skills.
- Commitment to public service and desire to serve patrons of all ages, backgrounds, and abilities.
- Self-motivated and able to exercise initiative and independent judgement.
- Ability to understand, interpret, and communicate library policies and procedures.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here 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 the essential functions.

- Environment: Library environment; extensive public contact.
- Mobility: Ability to carry books or boxes of books; pull or push book carts; sit or stand for extended periods of time; bend, stoop, reach or crouch; keyboarding
- Vision: Visual acuity to read spine labels, computer screens, and other printed documents.
- Hearing: Ability to use telephone and communicate with patrons.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. Not to be construed as an exhaustive list of all job duties performed by personnel so classified.