

# City of Old Town Position Posting:

## Old Town Public Library Adult Services Librarian

The Old Town Public Library has a full-time (37.5 hours per week, \$17-\$20 per hour with benefits including health, dental, vision, and retirement options) opening for an Adult Services Librarian.

We are seeking an individual with library and/or managerial experience who will manage adult programming, assist with marketing, and oversee circulation operations.

The City of Old Town is an Equal Opportunity Employer. Please submit a City of Old Town Employment Application, a cover letter, and resume. Applications may be obtained at the circulation desk, or online under job openings, on the city website at [www.old-town.org](http://www.old-town.org).

Applications close at 5 p.m. Monday, July 19, 2021

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Contact: Cynthia A. Jennings  
Library Director  
Old Town Public Library  
46 Middle Street  
Old Town, ME 04468  
207-827-3972

# Old Town Public Library

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JOB DESCRIPTION FOR: Adult Services Librarian

Full-time, non-exempt, hourly position

Reports to: Library Director

## **JOB SUMMARY**

Manages programming for adults, assists with marketing, and oversees circulation operations.

## **JOB QUALIFICATIONS:**

Knowledge of public library principals, methods, techniques, procedures and reader interests, and the ability to translate these into everyday operations. Knowledge of current library technologies and applications. Ability to give friendly, expert service to patrons of all ages and walks of life. Possesses initiative, sound judgment, tact, courtesy, and can communicate effectively with patrons and staff. Has the ability to foster teamwork among staff and volunteers, prioritizing and focusing to give the best possible service to patrons and meet the needs of the institution.

College education required or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

## **DUTIES AND RESPONSIBILITIES**

- Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of adults.
- Plan and teach classes on library digital services, apps, and other technologies of interest to the community.
- Develops and coordinates with the director on content and messaging for the library's social media and website.
- Maintains good relations with public, staff, and volunteers.
- Assists Director in formulation of library goals, policies, and procedures. Writes, develops, and reviews procedures.
- Manages schedule and supervises the circulation desk operations, staff, and volunteers.
- Contributes expertise to collection development by reading and evaluating reviews, patrons' requests, and popular trends and selecting books for the collections. Supervises collection weeding, withdrawals, and repairs as needed.
- Provide reader's advisory services, offering meaningful recommendations of the latest books, movies, and music.
- Provides research and reference assistance to individual library patrons and community organizations.

- Greets library patrons and assists with circulation desk procedures, including library card registration, check in and check out of materials, and acceptance of payment for fees.
- Supervises billing procedures, overdue materials, and assists with interlibrary loans.
- Participates in personnel selection and management.
- Makes recommendations for improvements in services and collection.
- Keeps informed of developments and participates in activities of professional and community organizations.
- Serve as the library Safety Officer and works with the Library Director to maintain safety training and compliance.
- Manages library operations and facility in the absence of the Director, handling daily monies, opening, and closing procedures, and staff and patron questions.
- Attends workshops, meetings, and conferences as appropriate.
- Performs additional duties as assigned and as needed.

## **JOB QUALIFICATIONS**

- Bachelor's Degree preferred - or combination of education and experience.
- Experience using social media for promotional/marketing purposes.
- Demonstrated familiarity with metadata standards, communication standards, and classification systems (AACR2, MARC, etc.).
- Broad knowledge of library tools, systems, and resources in public libraries
- Solid technology background, including Microsoft Office Suite software, and familiarity with trends in delivery of electronic information.
- Experience with providing access to electronic resources.
- Familiarity with acquisitions and ILL processes.
- Experience with editing and maintaining web pages.
- Excellent communication and interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
- Ability to work independently and collaboratively.
- Strong analytical and decision-making skills.
- Strong attention to detail.
- Positive customer service orientation.
- Ability to work nights and weekends as needed to support programming events.