



WAUPACA AREA PUBLIC LIBRARY- CITY OF WAUPACA

JOB DESCRIPTION

Position Title:	Adult Programming Librarian
Department/Location:	Public Library
Reports To:	Adult Services Librarian
Employees Supervised:	Volunteers and library employees when working as supervisor
Interrelationships:	This employee has frequent contact with library patrons, volunteers, and staff as well as other libraries and other library staff.

Position Summary:

The Adult Programming Librarian is responsible for planning, facilitating and evaluating programs held for adults. Also responsible for the orderly operation of the circulation desk, operating the automated circulation system and general support functions in the library, as well as providing information services, library supervision and assisting with special projects. This position is full time hourly with a schedule that includes nights and weekends with hours totaling 40 hours per week.

Position Duties:

The functions listed below are all indicative of the types of responsibilities that an Adult Programming Librarian must be able to perform. However, an individual employee may be assigned tasks within those described below.

Qualifications:

1. Education: Coursework or degree in Library and Information Science and/or significant experience in marketing, program facilitation, event planning or relevant job experience.

2. Experience: Prefer 2-4 years of library systems experience with knowledge of the library operations and computer skills.

Job Functions:

Teamwork

- Relationships/interactions with teammates.
- Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and takes direction.
- Provides additional assistance and performs additional duties as assigned.

Customer Service

- Is fully present and gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons.
- Demonstrates a positive public image to patrons and teammates.

Page Duties

- Shelves library materials according to library practices.
- Shelf-reads the collection for proper arrangement of materials.
- Alerts supervisor to problem shelving areas.
- Maintains knowledge and skills for completing library services and procedures.
- Maintains display items properly.
- Assists with closing procedures.
- Collects materials from book drops.
- Fills in at Circulation desk as needed.
- Attends meetings, reads blogs, and actively participates.
- Assists in training new paging staff as requested.

Circulation Assistant Duties

- Checks materials in and out.
- Answers phone and directs calls with proper etiquette.
- Registers patrons according to library procedure.

- Describes library services to patrons.
- Maintains and updates patron records.
- Sorts mail.
- Has ability to issue SAM visitor passes.
- Has ability to use and assist others with library catalog.
- Has ability to assist patrons with copier.
- Assists with opening and closing departments.
- Attends meetings, reads blogs, and actively participates.
- Calls patrons concerning holds and problem items.

Library Assistant Duties

- Maintains tub deliveries to system libraries.
- Honor Materials.
- Processes library materials.
- Sets up and maintains displays.
- Assists with programs.
- Sorts and consolidates old newspapers.
- Prepares incoming magazines for processing.
- Repairs print materials.
- Supervises volunteers.
- Maintains Direct Delivery service to nursing homes.
- Maintains online meeting room calendar and prints weekly room schedule.
- Sorts donations.
- Provides information services with supervision.
- Assists other departments and supervisors as requested.

Information Assistant Duties

- Monitors Internet users and SAM software.
- In charge of opening and closing the library.
- Has a working knowledge of Acquisitions module in Sierra.
- Assists with Tax forms.
- Reserves AV equipment and meeting rooms.
- Has ability to count tills and file necessary reports.
- Assists with training staff as needed.
- Able to run needed reports with circulation software.
- Assists with billing of patrons and sending money to appropriate recipient.
- Records newspapers in database.
- Repairs AV materials as necessary.

- Assists and supervises library volunteers.
- Assists with training of new staff.
- Is responsible for library when administrative staff is unavailable.
- Assists and trains patrons in use of microfilm, computers, wireless network, and scanner.
- Assists with collection development and maintenance.
- Assists with public relations and marketing as requested.
- Helps maintain Meeting room reservations.
- Balances petty cash.
- Manages magazine collection.
- Prints overdue and billed item reports.
- Sends payments for billed items to owning libraries.

Adult Program Coordinator Duties

- Acts as Chair of the Adult Program Committee
- Plans, facilitates and coordinates adult programs in-house and in the community
- Acts as Outreach Coordinator for adults
- Works with the Marketing Committee to take advantage of marketing opportunities for the whole organization
- Manages the adult program budget
- Evaluates programs to determine impact on the community

Personal Attributes Required:

- Must have thorough knowledge of library services and procedures, related software/systems, policies and procedures.
- Must have a detailed knowledge of database software, circulation system, material repair, security system and ordering procedures.
- Must be pleasant and helpful, well organized and detail oriented.
- Must be patient and able to respond helpfully in situations where patrons may be impatient or exhibit frustration.
- Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills.
- Must understand the need for teamwork, timeliness, accuracy and service.
- Must be able to maintain self-control without exhibiting negative behaviors.
- Must be able to interact with patrons and officials to accomplish tasks without arousing hostility.
- Must be able to assume responsibility and work with a high level of independence.

Essential Physical/ Mental Requirements:

1. Must be able to stand, kneel and walk for prolonged periods, with or without back support.
2. Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting or pushing more than 50 pounds without assistance.
3. Must be able to communicate effectively with library patrons and employees both in person and over the telephone to provide information and assistance.
4. Must be able to move throughout the facility.
5. Must be able to reach in all directions and bend/stoop to use library/office equipment and shelve materials.
6. Must have dexterity and hand/eye coordination necessary to use keyboard, circulation system, office and audio/visual equipment.
7. Visual activity requires the ability to tolerate periods of close paperwork and use of computer screen.
8. Hearing activity requires the ability to participate in numerous conversations throughout the work day both in person and over the telephone.
9. Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms.
10. Must demonstrate ability to utilize proper grammar, spelling, punctuation and basic math.
11. Must be able to communicate effectively both orally and in writing, follow instructions, and be able to comprehend complex written material or directions.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and other job functions include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.