

## **Morton Grove Public Library**

**Job Title:** Adult Services Librarian

**Position is Reviewed by and Reports to:** Head of Adult Services

**Number and Titles of People Directly Supervised:** None

**Fair Labor Standards Act:** Non-exempt

**Full Time**  **Part-Time (30+ hrs)**  **Part-Time (20+ hrs)**  **Part-Time (less than 20 hrs)**

*Hours may vary depending on position(s) available*

### **Nature and Scope of Job:**

The principal responsibility of this position is to perform professional librarian work in the specific area of Adult Services. The position focuses on providing traditional and digital reference services, collection development, programming and related work as required.

### **Essential Functions:**

- Provide Library patrons with professional reference and information service.
- Provide Library patrons with professional readers' advisory services in current and classic literature and popular reading interests.
- Perform collection management responsibilities in assigned areas of the collection, including digital resources.
- Provide programming and outreach services to various audiences in a variety of environments.
- Develop, implement and maintain Library website pages and social media sites, as assigned.
- Provide instruction in the use of technology in classroom and one-on-one settings.
- Assume responsibilities of Librarian-in-Charge when serving evening and weekend duty.
- Perform other duties as assigned.

### **Essential Knowledge, Skills, and Abilities**

- Knowledge of the philosophy and objectives of public library service.
- Ability to provide outstanding customer service.
- Knowledge of digital and print reference and readers' advisory resources.
- Proficiency in and knowledge of the use of current and new/emerging technologies.
- Ability to prioritize and schedule tasks and responsibilities to utilize time most efficiently and effectively.
- Skills in problem solving and decision-making.
- Ability to develop and implement long- and short-range plans.

- Ability to independently exercise judgment within established guidelines on matters relating to programming and patron inquiries.
- Ability to handle multiple activities or interruptions at once and to work positively and effectively as a team member.
- Ability to deal calmly and effectively with a wide range of individuals, in some instances under stressful or emergency conditions.
- Ability to interpret Library policies and procedures to the public in a customer-friendly manner.

**Essential Physical Abilities:**

- Speech/Hearing Requirement – Sufficient clarity of speech and hearing to be able to communicate effectively in English.
- Visual Requirement – Sufficient to use/read computer screen.
- Manual Dexterity Requirement – Sufficient to be able to operate a keyboard and sustain substantial movement of wrists, hands, and/or fingers for a sustained period of time.
- Ability to raise/move objects up to 10 pounds.

**Education and Experience:**

- MLS/MLIS from an ALA-accredited institution (or recognized equivalent) required.

**Other:**

- Schedule includes regular daytime, evening, and weekend hours.