

PAULINE HAASS PUBLIC LIBRARY

Job Description

Job Title: Adult Services Librarian

Supervisor: Assistant Director

Position Type: Part-time, hourly, non-exempt

Overview

The Adult Services Librarian is responsible for delivering outstanding public service, managing portions of the adult collection, contributing to cataloging operations, and supporting the library's mission and strategic goals. This position includes regular daytime, evening, and weekend hours, with most hours spent on a public service desk. After six months, some remote work may be available with supervisor approval.

Essential Responsibilities

Public Services

- Provide reference, reader's advisory, and basic technology support at the Adult & Teen Services desk.
- Assist patrons with the online catalog, digital resources, and public computers.
- Deliver customer service that is timely, respectful, inclusive, and confidential.
- Serve as person-in-charge during assigned shifts, using good judgment to resolve issues.
- Contribute to the planning and delivery of adult programs in collaboration with the Adult Services team.
- Promote library services and programs related to your areas of responsibility through various channels (e.g., in-person, displays, digital platforms).

Collection & Cataloging

- Select and maintain materials for assigned areas.
- Perform original and copy cataloging of assigned materials.
- Conduct weeding and other collection development activities in accordance with policy.

Collaboration & Communication

- Participate actively in library-wide planning and interdepartmental coordination.
- Work with the Adult Services Manager to establish annual goals and track progress.
- Represent the library at community events and on committees.
- Maintain effective, respectful communication with staff and the public.
- Support and uphold library policies, procedures, values, and vision.

Professional Development

- Stay informed about emerging technologies, library trends, and service models.
- Pursue ongoing learning to maintain knowledge and confidence in job responsibilities.

Other

- Perform other duties as assigned to support library operations and strategic initiatives.
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Required Qualifications

- Master's degree in Library and Information Science from an ALA-accredited program.
 - Strong communication, organization, and project management skills.
 - Comfort with digital tools and ability to learn new technologies quickly.
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Knowledge, Skills, and Abilities

- Knowledge of adult literature, reference tools, and collection development practices.
 - Excellent interpersonal skills and ability to work effectively with people of all ages.
 - Ability to perform original and copy cataloging accurately and efficiently.
 - Ability to present well-organized, engaging content to library users and stakeholders.
 - Competence with electronic devices, peripherals, and basic troubleshooting.
 - Ability to work independently and collaboratively in a dynamic environment.
 - Strong multitasking, prioritization, and time management skills.
 - Ability to remain calm and effective during busy periods and emergencies.
 - Commitment to intellectual freedom, patron privacy, and public service values.
 - Willingness and ability to travel for meetings and training as needed.
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Physical Requirements

- Ability to sit, stand, walk, bend, and reach frequently throughout the day.
 - Ability to lift and carry up to 30 pounds; push carts weighing up to 80 pounds.
 - Fine motor skills for typing, shelving, filing, and device use.
 - Ability to concentrate in both quiet and active environments.
 - Visual and auditory acuity, including color vision, near and far sight, and clear speech.
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Note: This job description is intended as a general guide and may be modified at any time based on organizational needs. It does not constitute a contract or limit the scope of work assigned. Last modified: February 27, 2026