

## **Chelsea District Library Position Description**

**Position Title:** Adult Librarian  
**Reports To:** Head of Information Services  
**Hours:** 40 hours/week, including weekdays, evenings and weekends  
**Classification:** Full-time, salaried, exempt  
**Salary Range:** \$36,456 - \$48,213

### **Purpose and Scope:**

Under the supervision of the Information Services Head, performs varied professional work focusing on our adult population, including reference, collection development, community outreach, and programming. Performs professional library service assisting patrons in the selection and use of library materials.

### **Your Day-to-Day:**

1. Assist patrons on site, by telephone, or via the Internet finding the information they seek, using all formats, including print, multimedia and digital resources, and accessing it through traditional tools as well as databases, computers and mobile devices.
2. Plan, organize, and supervise programs for adults and seniors.
3. Create bibliographies, user guides, displays, promotional materials to spotlight adult collections, services, and programs.
4. Use outreach to connect with community organizations and promote library as a resource.
5. Participate in collection development as assigned.
6. Participate in continuing education opportunities.
7. Maintain and improve the local history and genealogy collections and increase access to the collection through promotion and organization and digitization projects.
8. Contribute content to the library website and social media outlets as needed.
9. Attend and participate in staff meetings and work groups.
10. Assist in training and overseeing the work of volunteers assigned to adult-level activities.
11. May oversee library operations in absence of supervisory staff.
12. Assist at check-out desk if necessary.
13. Other duties as assigned.

### **What You Bring To The Team:**

1. Masters degree in library or information science from an ALA-Accredited school.
2. Demonstrated proficiency with library and online resources.
3. Knowledge of collection development and reference resources.
4. Strong customer service skills and dedication to public service.
5. Experience providing adult level reference services in a public library setting.
6. Strong interpersonal communication skills and a demonstrated ability to work with colleagues, library users, and vendors in a professional and courteous manner.
7. Demonstrated proficiency with PC and Internet applications, and mobile devices.
8. Ability to handle confidential information in an appropriate and secure manner.
9. Ability to organize work under minimal supervision.

### **If You Have These, Even Better:**

1. Experience using an automated ILS.
2. Experience selecting adult *and youth* level materials in a public library setting.
3. Willingness to explore and adopt new technologies.
4. Experience in writing and administering grants.

Chelsea District Library is committed to equal treatment and opportunity in all aspects of recruitment, selection, and employment without regard to gender, race, religion, national origin, ethnicity, disability, gender identity/expression, sexual orientation, veteran or military status, or any other category protected under the law. Chelsea District Library is an equal opportunity employer; committed to a community of inclusion and an environment free from discrimination, harassment, and retaliation.