



Job Title: Adult Services Librarian

Department: Adult Services

Reports to: Manager of Adult Services

FLSA: Grade 5 Exempt

Status: Full-Time

Salary: \$40,000-\$43,000

POSITION SUMMARY

The Adult Services Librarian plays a key role in serving our patrons and community by connecting people with information, resources, and programming while acting in accordance with Lancaster Public Library's mission, vision, and core values.

ESSENTIAL JOB FUNCTIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be requested to enable individuals with disabilities to perform the essential job functions listed below:

- Provide reference and readers' advisory services to patrons at both LPL's branches via telephone, email, and in person by providing coverage at all public service desks
- Facilitate discovery and use of library resources by maintaining expertise in the collection, technology platforms, databases, the ILS, and other resources
- Build rapport with patrons to better understand community needs
- Develop library guides, displays, and reading lists for patrons and staff
- Plan and implement adult programs of an educational, recreational, and cultural nature at LPL locations and in the community
- Assist with programming and other librarian tasks as needed in other departments and on special projects
- Collaborate with community groups, agencies, and schools to plan and/or facilitate joint programming to encourage library usage and visibility
- Participate as needed in the review and maintenance of patron-related policies and adhere to approved policies
- Gather and compile data to prepare reports for leadership as needed
- Participate in outreach opportunities in conjunction with the Outreach Specialist
- Identify collection needs and recommend acquisitions to strengthen Library resources

Other Job Functions:

- Work weekday/evening and weekend shifts as scheduled
- Participate in departmental and all-staff meetings
- Participate in LPL and library volunteer sponsored events
- Keep up to date on all training
- Maintain current clearances for PA Child Abuse, PA Criminal History and FBI Fingerprinting
- Any other duties or special projects assigned by supervisor and/or the Executive Director

In addition to the functions listed above, the employee is expected to embrace and demonstrate **Lancaster Public Library's Core Values** – Growth Mindset, Credibility, Integrity, Inclusivity, Stewardship

Desired Characteristics – Friendly, positive attitude, punctual, organized, flexible, team player, self-motivated

Desired Skills – Organized, creative thinker, effective communicator, research skills, self-motivated, multitasker, enjoys working with the public, Spanish speaker

Education and Work Experience:

- Master's degree in library services from an ALA accredited program
- Public library experience in adult services and reference preferred

Additional Requirements:

- Applicant must have valid driver's license and reliable mode of transportation

Working Conditions

- Urban public library

Physical Demands

- The ability to sit or stand between 4 to 8 hours
- The ability to climb stairs, move around, sit, stoop, and kneel
- The ability to lift, push or pull up to 50 lbs.