

New Carlisle-Olive Township Public Library

Job Description – Adult Services Coordinator

Supervisor – Director

Hours – Full time, at least 37.5 hours per week. Exempt. One evening per week, some weekends, on-call rotation

Starting Wage: \$1,461.50/bi-weekly **Benefits:** Health insurance, retirement plan (PERF), paid time off, 9 paid holidays

Qualifications

- Bachelor's degree from an accredited four year college or university preferred
- Previous experience working with the public and/or experience in public libraries
- A valid State of Indiana Librarian Certification, Level 6 obtained within three years of hire as a condition of employment
- Good oral and written communication skills
- Ability to establish and maintain good working relationships with the public and staff
- Ability to follow oral and written instructions

Specific Responsibilities

- Develop, promote, present, and evaluate programs for adults and families
- Assist in adult collection development, including selecting and weeding materials
- Assist patrons with in-depth reference, technology, and reader's advisory questions and develop training for the staff and public in these areas
- Train, assign, direct, supervise, and evaluate circulation staff
- Create displays to promote library resources, services, and events
- Develops and maintains content for social media platforms such as Library blogs, Facebook and Instagram
- Coordinate with the Friends of the Library as needed
- Participate in meetings and continuing education programs as appropriate
- Keep abreast of professional developments and library trends, programs, and services
- Lead meetings or projects intended to enhance services or promote consistent policies and procedures across the department
- Act as manager on duty
- Assist in the implementation of long-range planning initiatives

Knowledge and Skills

- Ability to react tactfully and diplomatically during interactions with staff, the public, community groups, etc. while appropriately adhering to and enforcing sound library policies, procedures, and practices
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines
- Ability to make sound, independent decisions within established policy and procedural guidelines
- Ability to maintain a strong service orientation and a demonstrated dedication to quality customer service
- Ability to operate modern office equipment including computer equipment and specialized library services software applications programs
- Ability to drive the Library vehicle and hold a valid driver's license

Physical Demands

- While performing the duties of the job, the employee is regularly required to sit, use their hands and fingers to handle or feel; stand, walk, reach with arms and hands; lift, push/pull and carry objects up to 25 pounds. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl.
- While performing the duties of the job, the employee may be exposed to room temperature changes
- The employee may be exposed to noise levels that are low to moderate.

The New Carlisle-Olive Township Public Library is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.