

## WARMINSTER TOWNSHIP JOB DESCRIPTION



<b>Position:</b>	Adult Services Assistant Librarian	<b>Department:</b>	Library
<b>Reports to:</b>	Director of Library Services	<b>Supervises:</b>	None
<b>Bargaining Unit</b>	AFSCME 2289/WTEO	<b>Classification:</b>	PT/Non-Exempt
<b>Date Approved:</b>		<b>Date Revised:</b>	

**Purpose:** The purpose of this position is to assist the Adult Services Librarian with all adult patron services to include reference, technology and catalog look-up and holds. The Adult Services Assistant Librarian will assist in collection development, programming, and the creation of displays and marketing/promotional materials; working closely with, and under the guidance of, the Director.

### Tasks:

- Works at the information desk daily.
- Assists circulation clerks with check-outs and registrations when busy as well as other daily functions.
- Assists the Adult Services Librarian with the Book-a-Librarian and Reader's Advisory services.
- Assists with developing and implementing adult programming based on the needs of the community and progressive library trends.
- Helps patrons locate library materials and place holds.
- Helps patrons with computer, printer, and scanner use.
- Walks the floor once an hour to foster library user assistance.
- Participates in community outreach.
- Assists with measuring and evaluating library services and programs.
- Opens and closes the Library according to established procedures.
- Helps maintain an environment that is a source of community pride and provides a secure environment for patrons, staff, and library materials.
- Assists the Director and core team with creating short and long range plans.
- Keeps current with library trends, issues, and technology as well as political, economic, and demographic issues that may affect library services and programs.
- Pursues professional development and maintains CE credit standards.
- Performs other duties as assigned within the guidelines of the Union Collective Bargaining Agreement.

**Schedule:** 20-25 hours/week including 1-2 evenings/week and Saturday hours (in rotation). Hours are subject to change and we will try to accommodate scheduling needs.

**Pay:** \$22.03/hour

### Required Skills, Knowledge and Abilities:

#### Education/Experience

- Full or partial completion of a Master of Library Science Degree from an accredited program.
- 2 years experience in a public library preferred.

### Skills

- Strong computer, technical, and research skills.
- Excellent communications and organizational skills.

### Knowledge

- Working knowledge of professional library principles, practices, functions, methods, and administration.
- Working knowledge of reader interest levels, book, authors, and reference sources.
- Working knowledge of automated library circulation systems and online databases.
- Working knowledge of print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, the Internet, and library and vendor-based systems.
- Knowledge and support of the principles of intellectual freedom.
- Continuing knowledge through on-going professional development.

### Abilities

- Ability to set priorities and coordinate multiple projects.
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome.
- Ability to communicate effectively verbally, in writing, and by listening.
- Ability to interact in a positive, effective manner with coworkers, Director, and general public.
- Ability to perform with a minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remains flexible.
- Ability to present ideas and to provide instruction. Comfortable with teaching and use of various forms of technology.
- Must possess Initiative and Creativity.
- Must be able to stand for long periods of time, bend, lift/move library materials weighing up to 25lbs; push book carts of up to 125 lbs.

This job description is intended to be a tool to describe the primary purpose of the job and the key duties and responsibilities. The position description may not be inclusive of all duties and job assignments. Job duties and responsibilities may be added, deleted, and/or revised at the discretion of management.

Please send cover letter and resume to Peter Lehu, [lehup@buckslib.org](mailto:lehup@buckslib.org).

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