Purpose: The purpose of this position is to assist the Head Librarian of Adult Services with all adult patron services including reference, one-on-one technology help, and program development. The Adult Services Assistant Librarian will also assist in collection development and the creation of displays and marketing/promotional materials; The Assistant Librarian will work closely with, and under the guidance of, the Head of Adult Services and the Director.

Tasks:
- Works at the information desk daily.
- Assists the Adult Services Librarian with One-on-One Tech Help, Reader’s Advisory services, and Interlibrary Loan requests.
- 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.
- Participates in community outreach.
- Assists with measuring and evaluating library services and programs.
- Assists circulation clerks with check-outs and registrations when busy as well as other daily functions.
- Opens and closes the Library according to established procedures.
- Helps maintains 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 at least one evening/week and one Saturday/month. Hours are subject to change and we will try to accommodate scheduling needs.

Pay: $23.48/hour

Required Skills, Knowledge and Abilities:

Education/Experience
- At least 2 years experience with reference work at a public library.
• Full or partial completion of a Master of Library Science Degree from an accredited program 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 Library Director Peter Lehup, lehup@buckslib.org.

The Township is an Equal Opportunity Employer.