

Position: Adult Services Librarian

Department: Library

Hours of Work: 35 hours a week, one night, every third Saturday

Classification: Full-time, AFSCME Union position

Compensation: \$26.28-\$30.19 hourly/\$47,830-\$54,946 yearly

Job Summary: To aid in accomplishing the mission and vision of the Library by providing accurate and high-quality service and professional leadership within the Library. The Adult Services Librarian provides high quality and innovative programming including planning, implementing, publicizing and executing Adult Services programs, including educational and recreational programs.

Essential Duties and Responsibilities:

The essential duties and responsibilities listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plan, run and evaluate all programs for adults including booking, advertising and vetting of speakers/performers hired for library programs
- Create, design, and maintain all brochures, publicity, weekly press releases, promotional materials, event fliers and monthly electronic newsletter for distribution in-house and at other venues
- Oversee scheduling of meeting rooms and program rooms for both library and public users; outreach and partnership contact for grassroots and town organizations
- Coordinate social media marketing especially Instagram and Twitter and explores new social media platforms to recommend for use
- Oversee the acquisition, organization, and accessibility of the local history collection, including digitization of materials in concert with the Head of Reference
- Provides coverage for all public service desks; provides reader's advisory services; assists patrons with copiers, printers, microfilm machine and computers.
- Assists in tracking and compilation of statistics and provides information for reports to the Library Director
- Seeks grant funding opportunities and assists with writing proposals, implementation of activities and reporting
- Coordinates rotating art exhibitions, topical and seasonal displays, and bulletin boards
- Provides leadership in helping to achieve the goals of the Library including, but not limited to, reading professional material and staying current with library innovations and technology, attending workshops and meetings, leading groups and serving as a professional, positive role model
- Performs other duties as assigned

Skill and Education Requirement:

- Masters of Library Science degree from an ALA accredited university
- Knowledge of current and emerging library technology, trends, and practices
- Ability to teach and problem solve across a wide range of technologies including computers, desktop publishing equipment, office equipment, automated library equipment
- Ability to function well as part of a team that supports the overall goals of the library
- Ability to communicate effectively both verbally and in writing

Needed Attributes:

- Reliability, dependability, and strong work ethic
- Self-motivated and problem solver
- Excellent customer service skills
- Ability to work independently or as part of a team
- Flexibility to embrace and adapt to changes, and to develop and implement new approaches
- Excellent interpersonal skills and strong service orientation
- Completes work accurately and in a timely manner
- Excellent organizational ability, multi-tasking skills, creativity, flexibility, and imagination
- Attentive to detail
- Good sense of humor
- Ability to think creatively about library services

Working Conditions:

This position operates in public and nonpublic areas. The work areas may contain book dust, molds, mildew and insects. It requires a working knowledge of library technology such as computers, copiers and audio/visual equipment. This position requires lifting at least 50 pounds, pushing materials weighing at least 100 pounds, bending and reaching 25-75 times a day, the ability to climb stairs, talking on the telephone at least two hours a day, standing at least four hours a day and stationary work at a computer terminal or using other office equipment requiring eye-hand coordination and finger dexterity for at least four consecutive hours a day. This position exists in an office environment with a need for cooperative interaction in many different circumstances; may involve travel to meetings and attendance at evening meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Instructions: Please submit a cover letter and resume to Library Director, Kim Butler via email at kbutler@hwlibrary.org

Application Deadline: Monday, November 15, 2021