

## Adult Services Librarian

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Lancaster Public Library invites applications for a full-time Adult Services Librarian who reports to the Manager of Library Services. We are seeking a friendly, highly motivated person who enjoys working with adult patrons and learners. This position requires educating patrons on the resources and services offered by the library, general research including genealogy, assisting patrons in the use of library technology, conducting outreach activities, and exploring partnerships with other organizations. In addition, the ideal candidate will be flexible, show leadership and an eagerness to grow professionally, be reliable and take initiative, and have the ability to work independently as well as part of a team.

The Lancaster Public Library (LPL) inspires, empowers, and strengthens our community by connecting people with information, ideas, and enriching experiences. By providing equitable access to vital educational resources, exceptional programming, and community building opportunities, the Lancaster Public Library is recognized as a dynamic center of knowledge and a cornerstone of a thriving Lancaster community. LPL is an Equal Opportunity/Equal Access/Affirmative Action institution. We encourage applications by members of diverse groups and by persons with a demonstrated commitment to issues of diversity and experience in achieving goals relative to inclusive excellence.

### **Purpose of Position**

This position plays a key role in serving our adult learners and patrons seeking reference help, as well as producing engaging programming. The Adult Services Librarian will also be responsible for networking with community partners to provide outreach and connect library patrons with necessary outside resources.

### **Primary Responsibilities**

- Provide reference and readers' advisory services to the general public and LPL branches in person, by phone, and via email by identifying sources of information in a variety of formats
- Facilitate patron use of library materials by maintaining knowledge of the collections
- Master the technical skills necessary to provide excellent customer support to the general public and LPL branches on the equipment and services offered by the library
- Plan and implement adult programs of an educational, recreational, and cultural nature at both library locations

### **Adult Services Librarian**

- Network with community groups, agencies, and schools to encourage joint programming and increased library usage and visibility
- Conduct environmental scans of libraries for unique and innovative services and recommend adoption of those that are relevant to the community LPL serves
- Proactively solicit input from patrons on services they would like to see offered; build rapport to be able to better understand community and patron need
- Evaluate existing services on an ongoing basis and recommend eliminating those that are no longer of value to patrons
- Assist the Manager of Library Services in identifying collection needs and purchasing for the collection
- Recommend the implementation of procedural changes to allow for increased productivity
- Develop displays and reading lists for patrons and staff
- Work collaboratively with the Director of Donor Relations to identify grant opportunities, and assist in writing grant proposals when needed
- Adhere to all policies prescribed within the Personnel Manual, and the Customer Service Policy and Procedures to promote the library brand
- Enforce the library's Patron Conduct Policy
- Maintain confidentiality and ethical behavior in all library matters
- Perform other duties as assigned

### **Qualifications**

#### **Education and/or Other Requirements**

- Master's Degree in Library Science from an ALA accredited school
- Public library experience including adult services and reference desirable
- Bi-lingual skills a plus

#### **Knowledge, Skills, and Abilities**

- Ability to conduct a reference interview to ensure a successful outcome
- Knowledge of reference resources and their applications
- Strong and engaging customer service skills, and committed to customer service excellence
- Ability to work well with a diverse clientele
- Ability to communicate clearly and effectively, both orally and in writing

### **Adult Services Librarian**

- Aptitude for planning and implementing successful adult programs
- Shows initiative, embraces change, remains flexible and positive in a changing environment
- Ability to work with minimal supervision to complete assignments by assigned deadlines
- Ability to work cooperatively in a team environment
- Proficient in the use of current technologies; competent in the use of Microsoft Office Suite including Outlook email
- Experience with automated systems and digital resources
- Scheduling flexibility required, as work schedule will include evenings and weekends, and may vary based on the needs of the organization
- Capable of conducting outreach activities
- Aptitude for establishing partnerships with outside organizations
- Must have access to reliable transportation, when needed
- Additionally, work typically requires moderate physical effort in the handling of light materials, boxes or equipment. Work may occasionally demand strenuous effort in the handling of heavy boxes or materials. Work may require sitting or standing for extended periods of time.
- LPL is committed to following ADA guidelines. Therefore, reasonable accommodation requests are considered for qualified individuals with disabilities.

### **Application Process**

Submit via email a resume and cover letter to Kathy Leader, [kleader@lancasterpubliclibrary.org](mailto:kleader@lancasterpubliclibrary.org) or 125 North Duke Street, Lancaster, PA 17602.

- Please include three professional references and salary requirements
- Background check required after a conditional job offer is made

The Adult Services Librarian is a full-time exempt position with a starting salary between \$35,568 - 40,560 per year. LPL currently provides a competitive benefits package that includes: a 403(b) plan with employer match, employer defined contribution toward medical benefits, PTO, and paid holidays.