

JOB DESCRIPTION:

ADULT SERVICES LIBRARIAN

Updated October 2025

Plan, organize and perform a wide variety of program, public service and collection development duties in accordance with the library's mission, established plans, budgets, policies and procedures. Assist patrons of all ages in the use of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide prompt and effective reference and readers' advisory services to patrons of all ages; perform circulation desk duties
- Develop, plan and conduct educational and entertaining adult programs, including tech help sessions and other technology-related workshops; assist staff with outreach and programming
- Assist with maintenance of library collection to meet the needs of patrons in accordance with established best practices and within the prescribed budget; purchase collection materials; maintain a familiarity with collection contents; assist in regular weeding of the collection
- Assist with marketing and promotion of library services and resources in coordination with library leadership team
- Stay current on professional development through participation in professional organizations, system meetings, workshops and continuing education opportunities
- Maintain positive relations with the public, staff and volunteers
- Perform other related duties as assigned

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- General principles and techniques of library work necessary to perform the duties and responsibilities of the position
- Understanding of and dedication to the library's mission, values, and policies
- Providing and promoting excellent customer service in a public setting
- Knowledge of computers, library technologies and digital resources, integrated library systems, and Google, Apple and Microsoft products.
- Coordinate library volunteers as needed for specific projects
- Capacity to work effectively alone and with others; demonstrate initiative; plan and execute short and long term projects; stay organized, establish goals, and follow procedures
- Communicate clearly and concisely, both orally and in writing, with individuals and groups
- Work some evenings and weekends; maintain a flexible schedule which meets the objectives of the position

QUALIFICATIONS AND EXPERIENCE

- Master of Library Science from an ALA-accredited institution
- NYS Public Librarian's Professional Certificate eligibility
- 2+ years experience in public library services and programming
- Bend, crouch, sit, stand, reach, climb stairs, and perform other physical tasks necessary to fulfill the duties of the position; lift up to 30 pounds; push/pull up to 60 pounds