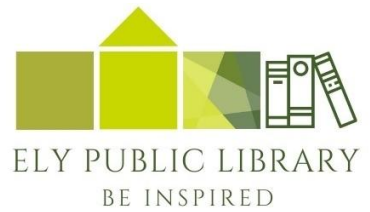


Adult & Teen Services Librarian



Responsibilities:

Able to provide all library duties as outlined in Library Assistant position in addition to:

- Helps establish and maintain a high standard of services for the Ely community.
- Responsible for Collection Development for the teen and adult collections. Assists with the selection and weeding of the teen and adult library materials consistent with our mission and policies.
- Prepares bibliographies and reading lists.
- Develops and conducts a variety of library programs for teens and adults. Including summer reading programs and special programs using outside resources.
- Maintains records on program attendance and funding needed for programs. Maintains and orders supplies needed for programs.
- Develops cooperative programs with the local school district and other community organizations.
- Provides opportunities for adults and children to volunteer in children's services. Coordinates all volunteer efforts.
- Assists and instructs patrons in the use of library services and resources.
- Promotes and publicizes the services, programs and resources of the library. Creates flyers, brochures, newsletters and press releases for programs. Updates social media and calendars.
- Provides timely displays of materials/services in the library.
- Keeps informed of trends in library services. Attends professional workshops, conferences and CE classes as available.
- Assists with other programming as needed.
- Researches and reports on available grants. Writes for grants as directed.
- Responsible for overdue materials notifications, including calls, emails and letters.
- Any other duties assigned by the Director.

Requirements:

- Experience in library settings and basic knowledge of library materials, policies and procedures.
- Experience and confidence working with various computer and software programs, online searching and the Internet.
- Knowledge of design programs (i.e. Canva) is a plus.
- Ability to coordinate and prioritize tasks.
- Excellent organizational and critical thinking skills
- Ability to interact amicably and communicate well with customers and staff.
- Knowledge of technology, social media, and trends in library services and technology
- Must possess excellent written and proofreading skills.
- Must be able to physically lift 40 pounds as necessary, including bending and lifting often.
- Must be able to work Saturday and/or evening hours as needed.

Education:

Minimum requirement Associate's Degree but prefer Bachelor's Degree.

Requires one year experience working in a library and/or training in public library services.