The Adult Services (AS) Librarian plans and implements programming, public technology training and accessibility outreach services to adults in the community and contributes to the collection development of adult materials in accord with the established goals, policies and procedures of the Library as a whole. The incumbent performs professional, administrative, technical and instructional work, as well as assists the Library Director with tasks related to public services, the acquisition and maintenance of technological equipment (including assistive technologies) and staff training. The AS Librarian works with the Development and Marketing Coordinator on building awareness of the Library’s Adult Services offerings and in applying for appropriate grants to supplement program funding. The incumbent performs all other related work as required, including circulation and reference transactions and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

REQUIREMENTS:

A Master’s Degree in Library and Information Science is preferred, but a Bachelor’s degree combined with general library experience and knowledge of modern library policies and procedures, practices and materials will be considered. Teaching/instructing experience and expertise with computers, mobile devices and different social media platforms is required.

CORI/SORI—Background-check.

RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various types 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.

Library Services and Programming

Develops, implements and coordinates a full range of Library programs and events in collaboration with Library Director and Youth Services Librarian, guided by the Library’s strategic planning goals and the needs of the community.

In coordination with other Cotuit Library staff, collaborates with other libraries, the Town of Barnstable, non-profit organizations, and local businesses for the purposes of program planning and service expansion.

Performs a variety of technical support functions for patrons including one-on-one tutoring, teaching classes in digital literacy and training and assisting low-vision and other patrons with disabilities to use assistive technologies both in the Library building and in the wider community through outreach in accordance with the Library’s embedded librarian goals.

In coordination with the Library Director, Youth Services Librarian and Circulation Supervisor, researches, acquires and maintains technological equipment for the Library, including staff equipment, public use equipment, circulating equipment and devices intended as assistive technologies.
Trains Library staff on new computer programs and technologies that are received into the Library collection, in order to facilitate basic patron instruction during circulation transactions.

Collection Development

Assists the Technical Services Librarian, Circulation Supervisor and Library Director with selecting materials for the adult collection, in accord with established Library collection development policies and within the approved Library budget.

Assists the Technical Services Librarian and Circulation Supervisor with assessing and weeding of adult collection in accordance with established Library policies.

Administration

Makes recommendations to the Director regarding collection development, programming, and policies for Adult Services.

Keeps programming statistics, and assists the Library Director as necessary to compile these statistics and prepare various reports related to service and programming duties in accordance with standard procedures.

Works with the Development and Marketing Coordinator to create publicity and secure funding for adult programs, events and related services.

Represents the Library at the CLAMS Program Planners and Reference roundtables and at local, regional, and state conferences, etc. Attends various committee meetings as necessary.

Professional Development

Maintains current knowledge of and trends in Adult Services, including literature, film and music, popular digital technologies, virtual and in-person programming developments and related library services and resources.

Seeks out continuing education and training opportunities for professional development.

Other Duties

Performs circulation duties, which include the checking of materials in and out of the Library for patrons, registering new patrons and entering them into the computer system and answering the telephone as necessary. May be required to respond to patrons’ questions regarding reference materials or information.

Assists patrons as necessary in the use of the Library, helping them in the use of the on-line catalog, Internet, computer databases, reference, and in the selection of reading materials.
Performs varied and responsible duties requiring knowledge of Library operations and the exercise of independent judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures.

Is able to perform physical duties associated with the operation of a library. However, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs other duties as assigned by the Director.

**JOB ENVIRONMENT:**

Work is performed under a combination of typical office and library conditions and off-site conditions encountered when undertaking outreach activities.

Operates personal computers, printers, facsimile machine, copier, calculator, telephone, and other standard digital equipment.

Has access to confidential information regarding patron records.

**WORK SCHEDULE:**

This is a part-time, exempt position.

Evening and weekend work will be necessary on a regular basis, and some programming work may be required outside the Library’s normal business hours.