

ADULT SERVICES LIBRARIAN

Performs functions to assist Library patrons and maintains the adult material collections.

Under general direction:

1. Explains, demonstrates and assists patrons in the use of electronic resources including computer databases and the Internet, as well as print reference resources.
2. Utilizes and accesses information using a broad spectrum of resources (print, electronic, referral, etc.).
3. Provides Readers Advisory service for patrons, indentifying new reading and interest trends.
4. Provides direction/training for associates.
5. Assists with collection management through recommendation of new library materials. Selects and evaluates material for replacement, repair or withdrawal from the library collection.
6. Prepares statistics and reports for management review.
7. Performs special projects involving library programs, promotion, and outreach.
8. Maintains current knowledge of new materials and services.
9. Suggests content and services for the library Web site.
10. Assembles and arranges displays of public information, books and other library materials.
11. Coordinates and/or conducts the proctoring of exams for public.
12. Troubleshoots minor personal computer problems for patrons and staff.

Uses personal computer and other common office equipment.

Performs other related duties as assigned.

UNIT III
09540/E-11
NON-EXEMPT

TOTAL POINTS: 330
GRADE: 9

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<u>FACTORS</u>	<u>DEGREE</u>	<u>POINTS</u>
KNOWLEDGE Broad knowledge of an advanced and highly specialized discipline, such as library science, requiring extremely involved research and creative work. Requires a Master of Library Science degree from an American Library Association accredited college or university.	5	75
EXPERIENCE Over 2 and up to 3 years.	3	60
COMPLEXITY OF DUTIES A wide variety of duties. Perform functions to assist library patrons and maintain the adult and teen material collections. Exercise considerable judgment to recommend new collection acquisitions, guided by precedent and within the limits of established policies.	4	60
SUPERVISION RECEIVED Under general direction, work from policies and general objectives, referring specific cases to superior when clarification and interpretation of organization policy is required.	4	40
ERRORS Probable errors would be difficult to detect and may have an adverse effect on relationships outside the organization. Work is not subject to check and involves primary responsibility for outside relationships.	4	40
CONTACTS WITH OTHERS Regular inside contacts dealing with staff, and outside contacts dealing with patrons to provide reference assistance, requiring tact and discretion, but the primary responsibility for results rests with management.	3	20
CONFIDENTIAL DATA Work with confidential data such as patrons' records which, if disclosed, might have an adverse internal effect.	3	15
MENTAL ATTENTION OR VISUAL DEMAND Flow of work and character of duties to assist patrons and monitor the library collection in area of responsibility involving normal mental and visual attention along with manual coordination.	3	15
WORKING CONDITIONS Usual office working conditions.	1	5