



Reports to: Librarian II – Head of Adult Services

Job Summary: Responsible for planning, organizing and implementing library services and programs for adults within the library and for the community. Participates in collection development for assigned collections. Provides exceptional customer service to patrons in person, by telephone or electronically. Embraces change and is willing to explore new ideas and creative approaches to engaging our community.

Hours per week: 35 hours

Duties:

- Provides information and reference services, readers' advisory, and assistance with technology questions.
- Instructs patrons, individually or in a classroom setting in the use of the PAC, websites, reference sources and databases and various software programs.
- Provides assistance to patrons at both the adult reference desk and children's reference desk, including one evening per week and one weekend day every four weeks.
- Maintains a current working knowledge of books, authors, and trends in library services and programs.
- Participates in the selection of library materials within assigned collection development areas. Evaluates materials and makes decisions about selection, replacement and withdrawal of print and non-print materials.
- Develops partnerships and outreach opportunities with external organizations and groups in order to increase the use of library resources and services.
- Anticipates trends that will impact libraries, literacy, and publishing and information technology. Embraces innovation and experimentation. Makes recommendations to help the library stay relevant and vital to the community.
- Plans and implements programs, workshops, and classes for adults by working closely with the community and colleagues.
- Performs such specialized functions as serving target population groups, creating, developing and implementing specific programs and services, organizing and maintaining files of special collections, overseeing ILL and/or scheduling meeting room usage.
- Collects, maintains, and reports statistical data as needed.
- Works cooperatively with colleagues and other library departments to develop plans and initiatives that support the library's mission and goals.
- Collaborates with PR staff to support the library's social media presence and website content related to Adult Services.
- Stays current on professional and technological developments through participation in professional organizations, workshops, continuing education courses and the reading of professional materials.

- Performs other assigned duties.

Knowledge and Abilities:

- Demonstrated ability and enthusiasm for working with the public.
- Demonstrates a thorough knowledge of current and emerging professional library principles, public reference service expertise, and an understanding of public library operations.
- Working knowledge of current best practices in information literacy instruction.
- Working knowledge of common library systems, Microsoft Office software, and research databases.
- Maintains a thorough knowledge of current and emerging library technologies.
- Ability to work as part of a cohesive team. Willingness to assist and support coworkers, contribute ideas and maintain flexibility.
- Ability to learn new technologies and adapt to rapidly changing technology environment.

Communication Skills:

- Ability to communicate effectively both orally and in writing; ability to perform close, detail work involving considerable visual effort and concentration.
- Possess exceptional interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.

Physical Requirements:

- Physical condition commensurate with the demands of the position
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects weighing 300-400 pounds on wheels
- Sitting for extended periods of time

Education and Experience:

- Master's degree of Library and Information Science from a library school that is accredited by the ALA or recognized by the NYS Education Department following acceptable education methods.
- Eligibility for a New York State public librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment

Travel Requirements

- Travel is not required for this position.

FLSA Status:

- This position is non-exempt.



Civil Service:

- Must be reachable on the appropriate Saratoga County Civil Service list.
- A 12-month mandatory probation period is required.

Salary: Starts at \$30.40/hour (\$55,328 annually)

The duties listed above 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.

The job description does not constitute an employment agreement between the Clifton Park Halfmoon Public Library and the employee, and is subject to change as the needs of Clifton Park-Halfmoon Public Library and the requirements of the job change.