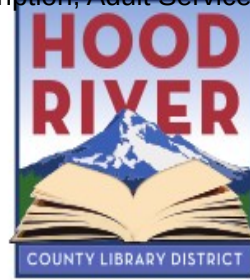


Job Description



Position Title: Adult Services Librarian

Classification: Librarian I

Hours Per Week: Full time - 32 hours per week

FLSA Status: Non-exempt

Salary Range: \$28.14 to \$31.69

General statement of duties

The Adult Services Librarian is responsible for developing, implementing, and evaluating comprehensive library services and programs for adults 18 years and older across all branches and community locations. This position plays a crucial role in engaging adults by developing diverse community programs and partnerships, and maintaining diverse collections in collaboration with other staff. The librarian champions the library's mission by providing welcoming, inclusive services that promote literacy and learning, and foster a lifelong appreciation for libraries among patrons, while serving as a bridge between the library and local organizations and adult-focused community groups.

Supervision received

Works under the general supervision of the Library Director.

Supervision exercised

Directs the activities of staff and volunteers assisting with acquisitions, evaluation of donations, repairing, rotating, and denewing of library materials, and weeding of the collection. The individual in this position may be assigned to be the Person in Charge, in the absence of the Library Director and Assistant Director. Supervision of other employees for tasks not associated with acquisitions, evaluation of donations, repairing, rotating and denewing of library materials, and weeding of the collection is not a normal responsibility of this position.

Essential duties and responsibilities

• Patron service and programming

- Demonstrate a positive, inclusive, and welcoming attitude that fosters a safe and supportive environment for patrons. Embrace and celebrate diversity by treating everyone with respect and without judgment, ensuring that all individuals feel valued and understood.
- Provide proactive and innovative services consistent with the needs of adult patrons.
- Develop and present diverse programs across all library branches, bookmobile, and external community locations. This includes educational, literacy, and community interest programs. Such as author readings, special events, and the annual Summer Reading Program.

502 State Street
Hood River - OR 97031

541 386 2535

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- Develops and delivers technology, electronic resources, and library services training classes.
- Conduct outreach to patrons utilizing various modalities such as in-person interactions, interactive programs and social media platforms.
- Network and collaborate with community organizations.
- Collaborate with the staff to serve patrons of all ages.
- **Collection development and information services**
 - Participates in the selection, replacement, and weeding of adult materials, using industry reviews and the library's Collection Development Policy to evaluate and make decisions about the assigned collections.
 - Maintain diverse collections that represent all perspectives and assist adults in accessing inclusive materials, while upholding intellectual freedom as defined in the ALA Bill of Rights.
 - Provide information, readers' advisory, and reference services in-person, by phone, and online.
 - Maintain current knowledge of adult literature, authors, and trends in adult library services.
 - Give library tours to classes, including book talks and related activities.
- **Library space and promotion**
 - Maintain an inviting adult area with recommended book lists, displays, and self-guided activities.
 - Collaborate with the marketing team to publicize programs through various channels.
 - Assist in designing and maintaining the library website's adult services section and managing social media accounts.
 - Operate Sprinter Van bookmobile, including driving to community locations and performing safety checks.
- **Administrative and professional duties**
 - Serve as Person-In-Charge of the building when required.
 - Works with staff and volunteers involved with acquisitions, evaluation of donations, repairing, rotating, and denewing of library materials and weeding of the collection.
 - Collect, maintain, and report statistical data as needed.
 - Seek out and assist in writing grants to enhance library services.
 - Serve as rotating chair of the Program Team Committee.
 - Manages budget for adult programs and collection development.
 - Stay current on professional and technological developments through participation in organizations, workshops, continuing education, and professional reading.
- **General responsibilities**
 - Champion the Library's strategic goals, mission, vision, and values. Works cooperatively with other library departments to develop plans and initiatives that support the library's mission and goals.
 - Provide friendly and courteous customer service to patrons from diverse backgrounds.

- Perform circulation duties at public service desks and Bookmobile.
- Answer questions on library organization, policies, and procedures.
- Train patrons in library skills, including computer use, catalog navigation, and electronic resource utilization.

Secondary duties

- May be in charge of the building in the absence of other supervisory staff.
- Attend meetings and training seminars as required.
- Engage in ongoing professional development.
- Assist with special projects as required.
- Serve on assigned committees.
- Performs other job-related duties as assigned.

Minimum qualifications

- Bachelor's degree in a library or education related field.
- Two or more years of professional experience working with adults (ages 18 and up) in a library setting or similar working environment.
- Any equivalent combination of six (6) years of education, experience, and training satisfying the above.

Desired experience, education, and skills

- Master's degree in Library and Information Science from an ALA-accredited institution
- Spanish language proficiency
- Experience in customer service, preferably in a public library
- Experience working with organizations serving underserved populations
- Experience building community partnerships
- Experience working in school or public libraries
- Knowledge of current trends in library services for adults (ages 18 and up)
- Knowledge of adult literature and culture and best practices for serving adults

Special requirements/licenses

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating privately owned vehicle for business purposes.
- Valid driver's license and the ability to meet the Library District's driving standards; willingness to drive a Mercedes Sprinter Van.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

Knowledge, skills and abilities

- Demonstrate strong skills in planning, implementing, and evaluating adult-focused library services. This includes the ability to conceptualize projects, set clear objectives, coordinate resources, manage timelines, and conduct thorough post-project assessments to ensure continuous improvement of adult services and programs.
- Thorough understanding and advanced knowledge of library services to adults.
- Possess comprehensive knowledge of collection development policies and procedures, with a focus on adult materials. Demonstrate strong familiarity with adult literature, encompassing both contemporary and classical works.
- Ability to plan, present, and promote engaging programming for adults.

- Familiarity with library resources, programs, and services, focusing on adult services.
- Knowledge of alpha-numeric systems, metadata standards (MARC, RDA, AACR2), and collection development policies.
- Proficiency in using integrated library systems, web-based databases, and basic office applications.
- Understanding of intellectual freedom principles in public libraries.
- Strong customer service and communication skills, with ability to work with diverse audiences.
- Excellent verbal and written communication skills in English, with the ability to effectively engage diverse audiences. Spanish language proficiency is preferred.
- Ability to work collaboratively in a team environment, maintaining positive relationships with colleagues and community partners. Demonstrate willingness to support coworkers, contribute ideas, and adapt flexibly to various situations.
- Excellent organizational abilities and attention to detail.
- Ability to work independently, set priorities, and respond to unpredictable circumstances.
- Capability to handle disruptive behavior calmly and effectively.
- Ability to respond and adapt quickly to diverse challenges and unpredictable situations, particularly when staffing public service desks or conducting community outreach.
- Basic mathematical and budgetary skills.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to read, write, and interpret routine documents.
- Ability to perform essential job functions with or without accommodation.

Tools and equipment used

Computer, including the Internet, social media, general office applications, design software, presentation applications, and integrated library system; LCD projectors; printers; scanners; e-readers; media players; tablets; smart phones; book bins; book carts; copy machine; telephone; book bins, general office tools; calculators; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Essential physical abilities and working conditions

- The Librarian I is a full-time position, up to 32 hours per week. Weekends and some evening hours are required.
- Stands or walks 50% of the time, 75% of the time when assigned to the public service desks and 90% of the time when delivering presentations or programming.
- Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Moves back and forth between all areas of the library.
- Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
- Regularly lifts and/or pushes or pulls up to 10 pounds, frequently lifts and/or pushes or pulls up to 25 pounds, and occasionally lifts and/or pushes or pulls up to 50 pounds.
- May be asked to work at any library branch within the district.
- Works at computer screens and monitors regularly while carrying out essential job functions.
- Normal office exposure to noise, stress, and disruptions.
- Newly hired and promoted employees are subject to the completion of a standard 90-

day introductory period.

Signatures

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

Employee Name

Signature

Date

Supervisor Name

Signature

Date

Effective Date: September 20, 2011

Last revised: June 27, 2025