

Adult Services Librarian (30 hours/week)
Anticipated Start Date: September 1, 2018

Summary: The Bixby Memorial Free Library seeks an enthusiastic, community-oriented individual to join our team as Adult Services Librarian. The Adult Services Librarian manages adult services, collections, and programming.

Essential Duties and Responsibilities:

- Plans, develops, and maintains all aspects of the Library's adult collection, including audiovisual and electronic resources and the Vermont Collection, using standard review sources and considering patron requests
- Collaborates with the Youth Services Librarian in collection development of the Library's young adult materials
- Works with the Library Director to plan, organize, and facilitate educational and entertainment programs for adults; collaborates with the Youth Services Librarian on young adult and intergenerational programming
- Works with community organizations to increase outreach and collaboration
- Provides reference and reader's advisory services to patrons; responds to inquiries in person, by telephone, and electronically
- Provides training and assistance to patrons in the use of computer hardware and software, library databases, electronic books and audiobook collections, and the internet
- Performs similar or related work as required

Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills including public speaking
- Highly effective collaboration skills and ability to work in a team environment
- Knowledge of current trends in adult literature
- Ability to utilize technology to improve services and work processes

Education and Experience:

- Master's of Library Science from an ALA-accredited institution or equivalent experience/certification
- Professional experience in a public library setting preferred

Work Environment: Work is performed under typical library and office conditions. Regular library schedule requires up to two evenings per week and Saturdays on a rotating basis.

To Apply: Email resume and cover letter in PDF format to masha.harris@bixbylibrary.org, or send by mail to:

Masha Harris, Director
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