

**KIRKLAND TOWN LIBRARY**  
**JOB TITLE: Librarian - Adult Services**  
**August 2024**



**Job Title:** Adult Services Librarian

**Reports To:** Library Director

**General Statement of Duties:** To support the mission and vision of the Kirkland Town Library. The Adult Services Librarian follows the policies and practices established by the Library Board of Trustees and the Library Director. Responsible for planning and implementing library services for adults within the library and in the community. Equitably and effectively help patrons access and use library services and resources; provide reference and readers advisory services; participate in collection development and oversee cataloging and processing of materials, including inter-library loan; manage adult volunteers; support book groups and develop, promote and implement engaging, high quality programs.

An open, friendly and professional manner is essential, along with exemplary customer service skills.

**Responsibilities and examples of duties (illustrative)**

**Programming:**

- Actively plan, promote and implement a monthly schedule of varied adult programs and represent the library at events such as Farmers' Market, Festivals and parades
- Cultivate partnerships with community organizations to develop collaborative programming which strengthens the library's connections within community

**Reference:**

- Provide information and reference services, and instruct staff and patrons on how to use library resources, equipment and online service
- Provide individual attention, as required, to assist patrons on all features of the catalog and to develop basic computer and digital devices skills
- Demonstrate competence in catalog searching
- Handle all aspects of Inter-Library loans
- Understand and adhere to library policies, procedures, and laws related to library service, particularly those relating to library users' confidentiality
- Maintain a current working knowledge of books, authors, library services and programs
- Anticipate trends that will impact library services, programs and information technology and make recommendations to keep library relevant and vital to the community

**Collection:**

- Understand and maintain the organizational structure of materials in the library, from acquisition to disposal.
- Oversee all aspects of material processing and circulation
- Develop and instruct staff in proper circulation procedures
- Create, maintain and trouble shoot patron accounts and catalog records

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**Other Duties:**

- Oversee adult volunteers and organize at least a once a year recognition of their services
- Collaborate with staff to support library's social media presence and website content
- Promote all aspects of the library by assisting with publicity and community relations
- Collect, maintain and report statistical data as needed
- Participate in the near-term and long range planning, including community analysis
- Collaborate with the Director to identify, apply for and implement appropriate grants
- With Director's approval, travel for services or professional development
- When requested, assist Youth Librarian with youth/teen programming
- Occasionally provide back up for circulation desk
- Attend staff meetings and training sessions
- Perform other duties as assigned

**Required Knowledge and Abilities:**

- Knowledge of recreational and educational needs of adults and ability to use this information to inform library services
- Understanding of and appreciation for community interests and resources
- Well-versed with computers and digital devices; open to learning emerging technologies
- Comfortable navigating and contributing to library website and social media platforms
- Demonstrates creativity, flexibility and initiative; willing to embrace new ideas, learn new skills and approaches to engaging our community. Self-motivated.
- Excellent customer-service skills; able to listen and understand requests and questions
- Able to maintain effective working relationships and interact non-judgmentally with coworkers, volunteers, library users and the general public; individually and in groups
- Exercise sound judgement and communicate appropriately and in a timely fashion with director and fellow staff members; willing to collaborate and accept suggestions
- Strong interpersonal skills: tactful, enthusiastic, positive, energetic, sense of humor
- Excellent organizational skills and attention to detail; prioritize tasks and meet deadlines
- Strong written communication skills
- Passion for public libraries

**Minimum Qualifications:**

Bachelor's degree from an accredited institution, master's degree in library science from an ALA accredited program preferred. Prior experience in a library or similar environment.

**Schedule:** 35 hours a week. Hours determined by library needs and schedule. Includes day, evening and weekend hours

**Salary Range:** (commensurate with experience): \$38,000- \$42,000 annual

**Benefits:** Paid Time Off, Vision/Dental insurance, EAP, and health insurance option.