

Solon Public Library - Job description for Adult Services Librarian (January 10, 2025)

The Solon Public Library seeks a creative, enthusiastic, and customer-service focused Adult Services Librarian to join our team. We offer a friendly, supportive, and collaborative work environment. We value each staff member's input on new and better ways to serve our patrons and have a positive impact on our community.

Hourly pay range:

\$18.50 - 21.00 based on qualifications.

Basic outline of scheduling:

This position is currently 28 hours, part-time. There may be some flexibility in hours. Expect some evenings and one Saturday per month.

General Statement of Duties: Building positive relationships with our adults and young adults, through outreach, programming, and readers advisory, is the main focus of this position. Under the supervision of the Library Director, and in collaboration with Youth Services and Teen Services programming staff, plan and present programs for adults and young adults. Providing exceptional patron service at the circulation desk and understanding the basic rules and procedures of the library is also expected.

Examples of work in detail:

Programming:

- Plans, implements, and evaluates library programs and services which fulfill the diverse educational, recreational, and personal needs for adults of all ages.
 - Programs may be in-person, virtual, or passive.
- Activities to include but not limited to:
 - Book Clubs
 - DIY Nights
 - Technology Trainings
 - Author Visits
 - Educational Instruction
 - Outreach Programs
- Collaborates with Youth Services and Teen Services Librarians to plan and present Summer Reading Programming and Winter Library Challenge.
- Develops and maintains a working relationship with local librarians and community leaders for partnerships and outreach opportunities.
- Creates library displays to celebrate diversity and increase circulation of library collections.
- Works with the director, community leaders, and other staff to expand programs as budget and time allow.

Library:

- Works with the public, helping with printing, faxing, scanning, and answering general technology questions as required.
- Performs general duties at the circulation desk and may be responsible for opening or closing during a shift.
- Circulates, reserves, renews, distributes and maintains all library materials.
- Shelves library materials in the correct location and performs shelf-reading duties with accuracy.

- Accurately enters patron information into the computer system.
- Preserves patron privacy and ensures patron account security by following library policies and procedures.
- Registers patrons and collects fees for lost or damaged materials.
- Monitors public use of library facilities and assists patrons in location of library materials and equipment.
- Provides reference and reader's advisory services and guidance on the use of library materials and equipment.
- Responds to telephone and email inquiries about library programs and services.
- Understands and upholds the principles of Intellectual Freedom.
- Performs other library tasks as needed.

Collection Development:

- Selects, and places monthly orders for Adult Romance and Inspirational Fiction collections within the established collection budget.
- Selects and places orders for Library of Things, Puzzles, and Cake Pans Collections within the established collection budget.
- Maintains and weeds collections as appropriate, using collection development reports and state guidelines as a guide.
- Solicits and responds to patron feedback regarding the collection.

Administrative:

- Maintains records on program attendance and funding required for all programs.
- Maintains and orders supplies needed for programs and events, within the established budget.
- Keeps library staff informed about upcoming programs, events, and displays.
- Participates in staff meetings and in-service training.
- Contributes to long-range planning.
- Partners with local school staff at the intermediate, middle school, and high school and the larger community to extend the reach of the library.

Desired knowledge, skills and abilities:

- Must possess a minimum of a high school diploma. Experience working in a library setting is preferred. Experience planning programs and networking with community leaders preferred.
- A college degree and knowledge of literature and materials, including reference materials, is preferred but not required.
- A Master's Degree in Library Science is preferred but not required.
- Must enjoy working with the public.
- Willingness to read all types of literature on a regular basis and stays current with authors and series to provide readers advisory to patrons.
- Must have good communication skills and integrity, be reliable, organized, enthusiastic, and strive for regular professional growth.
- Skill and knowledge to operate a computer and applicable software, including integrated library systems, email, Microsoft products, Google applications and calendar.

Physical demands and working conditions:

- Sitting and working at a computer for periods of time.
- Visual acuity to read computer screen as well as titles and spine labels of books on shelves.

- Dexterity for keyboarding.
- Reaching above the head, bending, kneeling or crouching to reach high and low objects.
- Walking to assist patrons.
- Lifting up to 25 pounds of library materials, chairs, etc.; pushing, pulling tables, etc.
- Handling, manipulating library materials, fingering book pages, forms, etc.
- Storage is in the basement and involves trips up and down the stairway.
- A driver's license is helpful.

How to Apply:

1. Complete the City of Solon Employment Application Form
 - Paper copies are available at Solon Public Library or Solon City Hall
 - A PDF copy which can be completed online is available on the Solon Public Library website: <https://www.solon.lib.ia.us/about/employment-opportunities>
 - A PDF copy that can be printed and completed is available on the Solon City website: <https://solon-iowa.com/Jobs.aspx>
2. Send completed application form, resume, and cover letter to Liz King, Library Director, at lking@solon.lib.ia.us

The Position will be posted for a minimum of 10 days or until position is filled.
This institution is an Equal Opportunity Employer.