

## **Adult Services Librarian 40 hours per week, benefited**

**January 23, 2023 For immediate release**

### **JOB: Full-Time Adult Services Librarian, *Flint Public Library, Middleton***

*Come join a small, energetic, and dedicated team where your ideas and passions will be an integral part of a highly collaborative staff. Share your talents and enthusiasm by serving in a busy, small-town community filled with library lovers excited for and appreciative of engaging programs. Opportunities for innovation and professional growth are supported by a devoted administration and friendly staff. Be part of the team that was voted "Most Loved Library" four years in a row on Hulafrog, and be the newest member of a staff where your voice is heard and valued, and your skills are utilized.*

**DESCRIPTION:** 40 hours per week, including some evenings and rotating Sundays; reduced summer hours during July and August

**QUALIFICATIONS:** MLS or Degree Candidate preferred or candidate enrolled in Master's Level program for Library Science and Information Technology; At least three to five years as a professional librarian; or an equivalent combination of experience and education.

A genuine desire and ability to interact pleasantly and effectively with the public is essential.

**SALARY:** stepped at \$23.29 - \$26.61 per hour, with benefits.

**CLOSING DATE:** open until filled; review of resumes begins January 27, 2023.

**TO APPLY:** Please send resume to Loretta Johnson, Library Director, Flint Public Library, 1 South Main St., Middleton, MA 01949 or by email at: [ljohnson@flintpublib.org](mailto:ljohnson@flintpublib.org) Three professional references will be requested of candidates who are considered for the position.

### **DETAILED DESCRIPTION:**

Thorough knowledge of:

- Promoting library programs and services through social media such as Facebook and Instagram and the library website (WordPress Divi Builder).
- Planning and implementation of a variety of one-time and ongoing adult programs that appeal to our patrons.
- Library policies and procedures, including automated circulation systems and information technology.

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- Circulation department operations.
- Adult fiction and non-fiction books and DVDs.
- Computer applications and troubleshooting common problems.

Ability to:

- Work independently as well as collaboratively with other programming librarians.
- Handle a great many details, some simultaneously, with accuracy.
- Communicate effectively with others, both orally and in writing.
- Work at a public-facing desk, and interact directly with patrons.
- Present a friendly, pleasant personality with a sincere love of working with people.
- Present pleasant telephone etiquette.
- Research information for a wide variety of library users.
- Collaborate with other Flint Public Library programming librarians.
- Work pleasantly with other staff members in a supportive team atmosphere.

### **Essential Functions**

*The essential functions or duties listed below 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.*

- Plans and implements a variety of library programs for adults and occasionally for teens and adults, including a monthly book club.
- Works with the Assistant Director to determine the scheduling of adult programs and to ensure programs are included on the print and online calendars.
- Promotes library programs in-house (small save-the-date slips for patrons to take, talking to patrons about programs, posting fliers in elevator, on bulletin board, etc.), online (library's website, Facebook, etc.), and to other libraries (sending fliers to neighboring communities through MLS delivery).
- Manages and maintains the library website.
- Assists with book selection and makes recommendations for items to be purchased.
- Manages and maintains the DVD collection, including purchasing, weeding, and other collection development functions.

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- Assists with the operation of the circulation desk to include the registration of new patrons, book reserves, and checking in and out all materials.
- Assists with the interlibrary loan program for all materials. Conducts searches for materials from libraries around the state and the country.
- Attends professional library conferences, seminars and network committees; reads professional literature; attends and participates in staff meeting discussions.
- Provides information and assistance to library patrons. Receives complaints or special requests from library users, and makes every effort to follow through in response to them; maintains quality public relations, advising patrons of library programs, procedures and policies.
- Must observe and follow library policies and procedures.
- Able to help patrons with technology and troubleshoot issues with computers, printers, scanners, and mobile devices such as iPads or e-readers.
- Able to help teach patrons how to use the library's online resources including instructing patrons on how to download ebooks and audiobooks.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee is frequently required to walk, stand, sit, talk, and hear; use hands to finger, handle, feel or operate objects, tools, or controls, and stoop, kneel, crouch or crawl and reach with hands and arms in physically picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 30 pounds such as files, books, supplies, etc. Ability to read small print and view/operate computer screens, office machines, computers, mobile devices and digital cameras.

*A Massachusetts CORI check is required of every Flint Public Library Staff Member.*

*Middleton is an equal opportunity employer and does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.*