

FLINT PUBLIC LIBRARY
1 South Main Street, Middleton, MA 01949
ADULT SERVICES LIBRARIAN

Education and Experience

MLS degree preferred, or candidate enrolled in Master's Level program for Library Science or Information Technology; at least three to five years as a professional librarian; or an equivalent combination of experience and education. Supervisory experience preferred.

Knowledge, Abilities and Skills

Thorough knowledge of:

- Promoting library services through social media such as: Facebook, Instagram, and the library website (WordPress Divi Builder).
- How to plan and implement 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.
- Circulation department operations.
- Adult fiction and non-fiction books and DVDs.
- Computer applications and how to troubleshoot common problems.

Ability to:

- Work independently, as well as collaboratively with other staff.
- Handle a great many details, some simultaneously, with accuracy.
- Communicate effectively with others, both orally and in writing.
- 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.
- 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 Assistant Director to determine 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, collaborating on a monthly brochure, posting fliers in the elevator, on bulletin board, etc.), online (library's website, Facebook, etc.), and to other libraries (sending fliers to neighboring communities through MLS delivery or email).
- Collaborate with other Flint Public Library programming librarians on design and creation of monthly brochure of programs.
- 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.
- Assists with the operation of the circulation desk to include the registration of new patrons, reservation and distribution of museum discount passes, patron requests for items, 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 and 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, i.e. Libby app.

Physical 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

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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 40 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.