

# Marengo-Union Library District Job Description

**Title:** Adult Services Librarian

**Job Type:** Full Time

**Reports to:** Library Director

**Department:** Programming

**Work Schedule:** Flexible

Pay Rate: \$20.00

**Effective Date:** April 29, 2024

## Primary Responsibilities

- Plan and implement programming for adult patrons.
- Promote programs and collection by use of displays or other marketing techniques.
- Participate in collection development of select print and e-materials by budgeting, selecting, purchasing, and weeding.
- Assist public with service questions, reference, and technology.
- Assist with Homebound/Outreach program.
- Develop and provide written and in-person instruction on e-resources.
- Collect and analyze programming statistics.
- Advise Director on long-term needs regarding services and materials.
- Collaborate with staff, community organizations, educators, and volunteers to meet the long-term goals of the Library.
- Assist with circulation duties as needed.
- Participate in training, continuing education and staff development.

## Qualifications

- Bachelor's degree in relevant field and/or LTA certificate. Master's degree in Library Science preferred.
- At least one year of Library experience.
- Excellent interpersonal, written, and oral communication skills.
- Excellent critical thinking and problem-solving skills.
- Familiarity with current technology and trends.
- Must be able to travel to offsite meetings and outreach opportunities.
- Spanish Speaking is a plus.

## Working Conditions/Physical Demands

Indoor office environment  
Ability to lift 25 lbs or less.