

The Urbana Free Library

VACANCY

Adult and Youth Services Librarian Part-Time

Application Deadline	For fullest consideration, submit your application by midnight on July 26, 2017.
Appointment Timetable	August / September 2017
Wage Range	\$24.501 - \$31.851 per hour; 20 hours per week.
Evaluation of applicants	<p>Applicant must submit ALL of the following to be considered:</p> <ol style="list-style-type: none">1. Cover letter2. Resume3. The Urbana Free Library employment application form (available online)4. Official information or library school transcripts5. Additional application questions (available online) <p>Initial screening is based on examination of submitted credentials. Finalists will proceed to interviews with staff at the library.</p>
Questions	Becky Brown, Office Manager, (217) 367-4058
Applications	The Urbana Free Library Administrative Office 210 West Green Street Urbana, IL 61801 administration@urbanafree.org



ADULT AND YOUTH SERVICES LIBRARIAN PART-TIME

JOB DESCRIPTION

Department:	Adult and Youth Services	Benefits	Yes
Division:	N/A	Time:	Part-time (20 hours per week), including evening and weekend hours.
Job Type:	Non-Civil Service	FLSA Status:	Non-Exempt
Reports To:	Director of Adult and Youth Services	Salary Range:	\$24.501 - \$31.851 per hour

JOB SUMMARY

Under minimal direction and using professional expertise, the Adult and Youth Services Librarians function as a team to select materials for the Library’s collections; provide reference, readers’ advisory service, and computer assistance to patrons; participate in outreach and programming; provide excellent customer service; and carry out other duties as assigned. Duties are performed under the supervision of the Director of Adult and Youth Services.

PRIMARY DUTIES AND RESPONSIBILITIES

- Serves as a professional librarian and performs other duties as assigned for the efficient operation of the library.
- Coordinates, plans, and presents programs for library users.
 - Strength in Children’s Services and programming desired.
- Demonstrates competencies in using computers, office applications, and library-related software.
 - Assists patrons using technology resources, including preparation of user guides for internet resources and computers.
- Assists in developing and implementing new and existing services or partnerships.
- Shares in formulating departmental goals and objectives and participates in planning.
- Manages the planning and budgets for specific collections and programs as assigned, with a particular emphasis on Children’s Services.
- Shares in collection development tasks: Assesses a targeted area of the library collection and systematically selects new and popular materials while at the same time discarding or replacing damaged or outdated materials which are no longer circulating. Participates in special collection projects, include reclassifying or reorganizing collections.

- Participates in collection promotion, in-house, on the website, and via social media.
- Assists with creation of marketing and display materials.
- Helps coordinate volunteer programs and volunteer training.
- Shares in training, supervising, and providing evaluation input for hourly staff and practicum graduate students.
- Provides high-quality reference services; demonstrates competence in assisting patrons with complex inquiries, requests, and projects requiring independent judgment and in-depth knowledge in interpreting policies and procedures.
- Provides advisory service to patrons for all materials, including preparation of print or online bibliographies. Helps patrons find the right item, using reading/viewing/listening experience, the library catalog, an awareness of popular culture, and personal knowledge of current affairs and local events.
- Represents the library in community and professional organizations, maintaining professional skills by attending workshops and conferences and establishing a network of professional colleagues.

ADDITIONAL DUTIES

- Provides public assistance in using all resources of the library.
- Participates in departmental and library-wide outreach and programming events.
- Participates in staff meetings and committees.
- Upholds library Rules of Behavior and other library policies and procedures to the public.
- Keeps current in knowledge of library trends and resources.
- Performs other related duties as assigned.

JOB REQUIREMENTS AND PREFERENCES

Degree, Licenses, Certifications, and Memberships Required

- American Library Association-accredited Master of Library & Information Science degree or equivalent.
- December 2017 graduates considered.

Education & Experience

- Training or experience in reference, technology, and children's services.
- Experience with electronic resources.
- Prior successful work experience.
- Prior library and supervisory experience preferred.
- Prior experience with the Polaris ILS desirable.
- Bilingual skills (especially Spanish, French or Chinese) desirable.

Knowledge of

- Substantial knowledge of the principles and practices of library science including reference techniques and question negotiation, collection development, readers' advisory, and cataloging and classification.

- Substantial knowledge of the provision of library services to specialized patron groups, such as children, students, ESL students, teens, adult learners, recreational readers, and non-users.
- Print and digital reference sources.
- Internet resources.
- Creative reference and database skills.
- Basic word processing and spread sheet software. Experience with Microsoft Office Suite desirable.

Skills and Abilities

- Exceptional organizational, interpersonal, and decision-making skills.
- Superior human relations and verbal and nonverbal communication skills.
- Dependability and honesty.
- Strong customer service orientation.
- Commitment to serving a diverse community.
- Ability to quickly develop an effective working knowledge of the library's automation system and of relevant databases.
- Ability to plan, organize, perform, assume responsibility for, and evaluate work assignments with initiative and judgment, independently or with minimal supervision.
- Mastery of complex, detailed routines.
- Complete work with speed and accuracy and handle frequent, sudden task changes effectively.
- Ability to establish and maintain effective and productive working relationships with co-workers and the public. Work in a team atmosphere in a consistently cooperative manner.
- Learn, follow, and enforce library policies.
- Must be adaptable to changing work hours and willing to work evenings and weekends.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with patrons and staff.
- Occasional contact with vendors.

SUPPLEMENTAL INFORMATION

Working Environment: *The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work will occur primarily at The Urbana Free Library.
- Occasionally, staff perform outreach at off-site locations.

Physical Requirements: *The physical demands described herein 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.

Physical strength and agility:

Physical strength and agility sufficient to perform assigned tasks.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.
- Hearing: Hear in the normal audio range with or without correction.
- Other: Lifting, pushing, and keyboarding.

The physical demands described herein 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.

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The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Urbana Free Library is an Equal Opportunity Employer.

Please complete The Urbana Free Library official application form and provide brief supplementary responses to the following questions. Please limit each answer to approximately 200 words or less.

1. Describe your experience and/or training in providing reference service and technology support and instruction.
2. Tell us about your programming experience for children.
3. What particular skills and strengths would you bring to a public service position?