

Pennsauken Free Public Library

Internal Job Description

Internal Job Title: Adult Services Librarian (Part-time)

Civil Service Title: Librarian 1

Department: Adult Services

Summary: The Pennsauken Free Public Library is seeking a dedicated, friendly, energetic, and service-oriented individual to join our Adult Services Department. The position of Adult Services provides a wide cross section of professional librarian services in direct patron assistance, collection development, program and workshop design and implementation, resource sharing, community outreach or other assigned area. The ideal candidate for this position will be customer-focused, enthusiastic about serving the community, and comfortable working with people of all ages, backgrounds, dispositions, and abilities.

REPORTS TO: Head of Adult Services

EVALUATION: At a minimum, the Head of Adult Services will conduct an annual evaluation of the individual's ability to perform professional responsibilities and duties competently and meet professional, ethical standards. This evaluation will be based on mutually developed Annual Goals and Objectives.

Qualifications:

- Master's Degree in Library/Information Science (or currently in progress) from an American Library Association-accredited college or university.
- Ability to manage multiple projects, set priorities, meet deadlines, work quickly and accurately, maintain confidentiality and follow directions in an ever-changing environment.
- Strong customer service and excellent oral and written cross-cultural communication skills.
- Excellent organizational skills and the ability to work independently and be self-directed.
- High level of interpersonal skills necessary to collaborate with a number of individuals and groups including library personnel, trustees, Friends of the Library, volunteers, educators, vendors/contractors, community and corporate groups, and the general public.
- Strong commitment to public service and the ability to work well with diverse patronage.
- Knowledge of the philosophy and objectives of public library service.
- Ability to be tactful and courteous with the general public, in person, and on the phone, and to maintain professional and effective working relationships with other library staff.
- Experience with collection development, reference databases, online reference sources, computer instruction and workforce development.
- Proficiency with PCs and knowledgeable of common computer software such as Microsoft Office, Adobe and Google Drive. Have intermediate knowledge of Apple and Android Operating Systems; various web browsers; email clients; virtual chat clients, video conferencing software and the aptitude for learning new and emerging technologies.
- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Preferred Qualifications

- Experience working with adults in an educational setting.
- Experience working in or with different types of libraries and/or cultural institutions with all levels of library staff.
- Proficiency in a second language, preferably Spanish or Vietnamese.
- Proficient in graphic design and marketing tools such as: Canva, Adobe Photoshop Elements, and Constant Contact.

Physical Demands:

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.

- Ability to lift, transport and/or move objects weighing up to 25 pounds. Anything greater may require two-person assistance.
- Must be able to reach or bend to retrieve materials on low or high shelves.
- Must be able to grasp a barcode scanner for extended periods of time.
- Must be proficient in the use of the computer keyboard.
- Specific vision abilities required by this job are close vision and the ability to adjust focus.
- Ability to sit on the floor or remain standing for extended periods of time.
- Light to moderate physical effort and stamina required for assigned travel and for attendance at relevant meetings.

Responsibilities include, but are not limited to:

- Providing customer-focused Information/Internet desk services including but not limited to answering general and complex patron questions, technology assistance, catalog inquiries, stack navigation, online resources assistance and reader's advisory services.
- Assisting in the planning and delivering of age-appropriate programs for adults throughout the year.
- Assisting with displays and other library promotional and informational materials.
- Attending local, community outreach events when possible.
- Compiling and maintaining monthly statistics for adult programming and services.
- Maintaining an awareness of developments in the library services to adults by reading professional literature, attending conferences, workshops, and other training sessions and incorporating the new developments into the Library's services.
- Assisting in selecting materials to add to the Library collection based on varied criteria and methods of evaluation under the direction of the Library Director.
- Supervising collection maintenance of adult library materials, including but not limited to shelving, locating lost materials, shelf-reading, weeding, maintaining general orderliness of shelves and public reading areas.
- Following opening and closing procedures for the library building.
- Assisting with maintaining a clean, welcoming and safe library environment.
- Ensuring all policies and procedures of the Pennsauken Free Public Library are followed and interpreted to library users.
- Serving on library committees and attending library meetings and staff development activities as requested.
- Providing professional research assistance to patrons via Ask-A-Librarian Online, over the phone, and email.
- May be in charge of the building in the absence of other supervisory staff.
- Assisting with special projects as required.
- Performing other duties as assigned by the Director.

License:

Appointees are required to possess a valid license as a Professional Librarian issued by the New Jersey Department of Education.

Compensation:

Hourly Rate: \$21-\$23

Hours: 20-25 hours per week, including evening and weekend hours. Flexibility is necessary to meet the operational needs of the Youth Services Department.

This is a Civil Service non-competitive position. The full job description can be found at <https://info.csc.state.nj.us/jobspec/07569.htm>

To Apply:

Please email your resume and letter of interest in PDF format to admin@pennsaukenlibrary.org. Please add "**Adult Services Librarian**" to the subject line.

Pennsauken residency is not required, but qualified Pennsauken Township residents will be given first preference.

You may also submit your resume and letter of interest at the library's Administrative Office. Review of applications will begin immediately and continue until the position is filled. For more information, call (856) 665-5959 ext. 5.

Note: This job description describes a general category of jobs. In order to meet the needs of the Pennsauken Free Public Library or its departments, employees may be assigned other duties in addition to, or in lieu of, those described above, and any duties are subject to change at any time.

The Pennsauken Free Public Library is an Equal Opportunity Employer. Applicants must comply with the "[NJ First Act.](#)"

In compliance with the Americans with Disabilities Act, the Library will review any reasonable request for accommodation to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.