



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Adult Services Librarian

Department: Recreation
Pay Grade: 110
FLSA Status: Non-Exempt

JOB SUMMARY

Professional library work in planning, organizing and directing library services for adults. Work is performed under the general supervision of the Library Manager.

ESSENTIAL JOB FUNCTIONS

- Develops and implements programs for adults.
- Provides reference and reader's advisory for adults.
- Selects and catalogs materials for the adult collection.
- Plans and maintains displays in the adult section.
- Maintains a collection of materials that support library goals.
- Researches, writes, and administers grants.
- Develops promotional materials, using publicity materials such as posters and fliers.
- Maintains statistics for reports.
- Performs other job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited four (4) year college or university in Library Science or a related field and one (1) year of related experience. Additional experience, in addition to evidence of pursuit of stated degree, may be substituted for education.

Preferred:

A Master's Degree in Library Science from an American Library Association accredited college or university.

Special Qualifications:

- Possession of a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of principles and methods of professional library service.
- Knowledge of library organization and operations.
- Knowledge of library automation procedures and practices.
- Ability to work cooperatively with other staff and members of the community.
- Ability to plan, organize, and present programs for adults.

PHYSICAL DEMANDS

The work is light work which requires exerting up 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Hearing 2:** Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Talking 1:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

Works inside in an office environment.