



## **JOB POSTING** **Adult Services Specialist**

The New Castle-Henry County Public Library is seeking a full-time Adult Services Specialist who will perform specialized tasks related to assisting patrons in person, by email and on the phone. The Adult Services Specialist interacts with the public and other staff members.

The Library expects all employees to observe and develop our core values of: Service, Lifelong Learning, Freedom to Read, Open and Equitable Access and Professionalism.

### **Some responsibilities include:**

- Answers informational questions and provides reader's advisory service in the library, by telephone, by mail, and by electronic means.
- Manages the selection and weeding of adult print and digital nonfiction and reference materials consistent with the library's mission and policies. Makes suggestions for online databases.
- Monitors collection development in accordance with department budget.
- Assists Indiana Room patrons in the absence of the genealogy librarian.
- Assists in locating reference sources and instructs in their use.
- Updates the online catalog when items are added or deleted.
- Creates records for the NHCPL Newspaper Database.
- Assist patrons in their use of technology including library-related apps and resources on their e-devices and mobile phones as well as library public computers and copy, scanning and printing equipment.

### **Knowledge and skills required:**

- Excellent interpersonal, verbal and written communication skills.
- Highly motivated, detail-oriented and organized.
- Ability to ensure integrity, privacy and confidentiality of patron transactions and records.
- Professional, cooperative, and courteous interactive skills with library staff members and patrons.
- Proficient in the use of computer office applications and the Internet, including databases and social networking sites.
- Solid knowledge of current trends and developments in the library profession with a particular emphasis on adult services.
- Understanding of general accounting and budgetary concepts.
- Willingness to attend required workshops and participate in professional development activities.

**Minimum Requirements:**

- Bachelor's Degree plus nine hours of Library Science courses
- Must be able to meet and maintain Indiana Librarian Certification Level 5.
- Knowledge of library principles and practices and the ability to put them into practice.
- Must be able to stand for long periods of time performing detailed work. Must be able to lift 15 pounds, stoop to the ground, reach above head, and climb stairs. Frequent walking, bending and reaching. Visual capability is required for reading spine labels. High levels of public contact. Fast paced, busy work area, sometimes stressful, continually changing, problem solving environment.

**Hourly range:** \$14.75-17.00, per hour, DOE

**Hours:** Full-time, M-F 9:00am-6:00pm