



## Position Description

<b>Position title:</b> Adult Services Librarian	<b>Department:</b> Library
<b>Reports to:</b> Director	<b>Supervises:</b> N/A
<b>FLSA status:</b> Full-time hourly	<b>Date revised:</b> 9/10/2021
<b>Starting salary:</b> \$15.09 per hour plus IPERS, insurance, and paid leave	<b>Hours:</b> 40 per week

### Position Summary

Supervised by the Director, the Adult Services Librarian represents the Fairfield Public Library and the community to vendors and visitors. Catalogs materials for the collection, and selects new materials for an assigned area. Publicizes library programs. Processes interlibrary loans and magazines. Sorts incoming donated materials. Fills in at the front desk as needed.

### Essential Job Duties

- **Ethics**—Maintain high standards of honesty, responsibility and trustworthiness.
- **Cataloging**—Add and delete MARC records to the public access catalog, adhering to professional cataloging standards. Catalog new magazine issues, and weed older magazine issues.
- **Interlibrary loans**—Respond to patron requests for interlibrary loan service. Coordinate with SILO and OCLC to borrow materials within Iowa and out of state.
- **Publicity**—Assist the Director and Youth Services Librarian by publicizing programs that are aligned with the library's strategic plan. Monitor the status of each event's Publicity Plan to ensure that necessary modifications are made and deadlines are met. Post attendance figures to a spreadsheet.
- **Books by Mail**—Assist homebound patrons by phone to select materials that appeal to their interests. Mail materials to the patrons' homes, and receive the returned packages.
- **Circulation system**—Monitor the circulation system for accurate posting and processing. Check obituaries regularly, and delete patron accounts when appropriate.
- **Donated materials**—Sort through incoming donated materials. Exercise judgment to route them appropriately to FPL booksales, to the collection, or to special libraries.
- Select and weed materials for assigned areas of the collection.
- Perform other duties as assigned by the Director.

### Knowledge, Skills, and Abilities Required

- **Cataloging**—Has a working knowledge of the Dewey decimal system, MARC records, and library collections for consistency in cataloging library materials.
- **Customer relations**—Maintains high standards of internal and external customer relations; a clear, tactful and friendly communication style; both written and oral.
- **Computer and office equipment**—Has experience with Microsoft Excel and Word, and accurate calculator computations. Is able to operate various pieces of office equipment.
- **Accuracy**—Demonstrates a keen eye for detail and accuracy in record keeping.
- **Keyboarding**—Types accurately at 50 wpm or better.
- **Sequencing**—Sorts a cartload of fiction accurately by author name, and a cartload of nonfiction by Dewey number and cutter, with some prior instruction.
- **Physical requirements**—Refer to the document titled "Physical Job Requirement Analysis" for a description of physical work requirements at the Fairfield Public Library.
- A good working knowledge of personal computers, Microsoft Office, and Windows-based applications.
- Sequencing skills: Able to accurately sort a cartload of fiction by author name, and a cartload of nonfiction by Dewey number and cutter.

- See the attached document, “Physical Job Requirement Analysis” for a description of the physical requirements of working at the Fairfield Public Library.

**Entry Requirements**

- **Education and training**—High school diploma or GED equivalence.
- **Work Experience**—Two years of general clerical, recordkeeping, and customer service.
- **Exams and tests, upon request of the Director**—Background checks, physical examinations, and/or drug testing.
- **Residency**—Must reside within 30 miles of the Fairfield City Hall. This residency requirement must be established within six months after the date of hire and shall be maintained throughout employment with the Fairfield Public Library.

**Work Environment**

Most work is performed in an office setting seated with appropriate heating and cooling, and is not subject to significant occupational or environmental hazards, other than those normally associated with general public contact. Most work is performed at a computer, or using other office equipment, and sorting of donated materials involves repetitive lifting. The noise level in the work environment is usually moderate. Likelihood of personal injury would be relatively slight. Work may involve frequent interaction with the public or frequent interruptions. Ongoing contact with the public always has the potential for dealing with difficult or unhealthy patrons.

**Hours of Work**

Generally 40 hours per week, Monday through Friday, with half-day Saturdays and Sundays in rotation. This position may be required to work different hours with minimal notice to meet operational needs.

**Disclaimer**

The above information is intended to describe the general nature and level of work to be performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The Fairfield Public Library reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by the Director. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, Fairfield Public Library employees are considered at-will employees. An employee may terminate his/her employment at any time and the Fairfield Public Library may also terminate the employee’s employment at any time. Unless otherwise provided by contract or law, all employment with the Fairfield Public Library is to be considered “at-will.”

**Employee acknowledgment**

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_