

Lititz Public Library Job Description

Adult Services Librarian

- Position Title:** Adult Services Librarian
- Reports to:** Library Director
- Responsibility:** To plan, implement and provide adult library services through programming and collection management in the community and within the library.
- Duties:**
- Oversee volunteer services (in concert with the Circulation Coordinator and Youth Services Director), including recruitment, vetting, training and recognition events.
 - Plan and initiate outreach services to Lititz Public Library service area residents.
 - Plan and initiate technology training sessions for patrons.
 - Act as reference services liaison representing the Lititz Public Library at District and System meetings.
 - Oversee interlibrary loan service and act as liaison representing the Lititz Public Library at District meetings.
 - Oversee adult collection development and management.
 - Promote adult library services (in concert with Community Relations Coordinator) in the public arena and to staff
 - Attend staff meetings.
 - Other duties as needed.
- Authority:** Works in concert with other leadership staff to supervise circulation staff and volunteers as appropriate. Works under direct authority of the director.
- Experience and Education Required:**
- Masters Degree in Library Science required.
 - Experience in public library setting required.
 - Demonstration of a positive attitude for serving the public and for working as part of a team.
 - Demonstrated organizational skills and attention to detail.
 - Committed to intellectual freedom and the freedom to read.