

**TIPPECANOE COUNTY PUBLIC LIBRARY
JOB POSTING**

Adult Services Librarian

*Tippecanoe County Public Library
Lafayette, Indiana*

Are you a community minded individual? Have a passion for putting people together with the books and digital resources they love and planning for the desired resources of the future? Have an interest in cutting edge research, programming and projects? If so, TCPL wants to hear from you. The successful Adult Services Librarian will have library experience, enthusiasm and initiative to interact with library patrons, vendors, and community organizations. MLS from ALA accredited library school required. This position reports directly to the Head Adult Services Librarian. We are seeking a dedicated professional with the following skills and qualities:

- Awareness of the latest digital and professional trends
- Creativity and innovation
- Manage change effectively
- Guide the work of library support staff

TCPL has an excellent benefits package. Cigna PPO or High Deductible with HSA available. TCPL pays majority of employee only health insurance premium. Principal Dental, Vision and AFLAC offered. Paid Life insurance and paid leave benefits. Starting pay is commensurate with relevant work experience, skills and education \$19.50 - \$22.50/hr. Please submit a TCPL [application](#), resume, three references and a letter of interest to Human Resources Coordinator, TCPL, 627 South Street, Lafayette, IN 47901 or by email at hrc@tcpl.lib.in.us. Job Description and TCPL employment [application](#) located at the library website at: <https://tcpl.lib.in.us/library-careers/>. TCPL is committed to equal employment opportunities. Applications are sought from all qualified people, without regard to race, religion, color, sex, sexual orientation, disability, Veteran status, national origin, or ancestry.

POSITION TITLE: Adult Services Librarian

DEPARTMENT: Adult Services

FLSA: Not exempt

SUPERVISOR: Department Head

SALARY SCHEDULE CLASSIFICATION: Librarian

JOB OBJECTIVE:

Provide answers to reference questions, assist customers with their use of the library, and select and maintain resources which best support these activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Know and apply library policies
- Support and contribute to overall library mission
- Participate in developing policies and procedures

Assist and instruct customers in use of library resources
Provide reader's advisory service
Take information for purchase and Interlibrary loan requests
Maintain professional and technical knowledge by attending workshops, reading professional publications, and participating in individual and departmental training
Supervise projects and administrative aides, volunteers, and work study students
Act as resource consultant for reference and administrative aides
Compile appropriate statistics
Work cooperatively with other library departments and staff members
Maintain effective communication with library staff
Know and apply professional codes and library policies
Participate on library committees
Act as staff member in charge of library as needed
Deal with disturbances and problem users
Understand the necessity of, and maintain, confidentiality of library use
Conduct library tours and instructional training
Serve as liaison in planning community/library programs
Research and apply for grant funding for adult programs and services
Actively participate in professional organizations
Act as liaison to civic and community organizations
Maintain and understand the necessity for confidentiality of library use
May also take primary responsibility for one or more of the following tasks:
 Coordinate programming including speaker contacts, developing promotional and media releases, scheduling and making presentations
 Select, maintain, and weed periodicals, including performance of all clerical aspects of periodical maintenance. Supervise staff and volunteers in the processing and maintenance of periodicals
 Assume responsibility for special collections
 Recruit volunteers, evaluate their skills, and match those skills to the needed library task
 Organize adult Summer Reading Club and monitor ongoing adult reading clubs
 Organize and supervise data entry and updating of community resources file
 Organize newspaper indexing project, train volunteers, and supervise data entry
 Organize displays of materials
 Assist system's coordinator with creation of TCPL's Internet Home Pages
 Coordinate, design, and update TCPL Adult Services Department's Web pages; evaluate effectiveness of Web pages and keep current with new trends in Web development
 Plan/supervise TCPL Adult Services staff, volunteer trainers, and the public on efficient utilization of the Internet, including design of handouts and evaluations of training sessions
 Coordinate Interlibrary Loan services: Supervise Assistants in daily operation of ILL; conduct sensitive maintenance of ILL transactions; handle interactions with other libraries' ILL questions and claims
 Other duties as assigned and/or required

QUALIFICATIONS:

Education: MLS from ALA accredited library school

Previous experience:

Experience in reference work and a thorough knowledge of resources are required.

Skills:

Must have good problem solving skills

Must be dedicated to quality customer service

Must be able to effectively juggle multiple projects and deadlines

Must be able to prioritize tasks and responsibilities

Must have good written and verbal skills

Must be dependable

Must have a good memory for facts and routines

Must be able to efficiently utilize word processing software and troubleshoot simple equipment problems

Must have good supervisory skills

Must be able to efficiently ascertain and handle problematic situations

Must be able to learn and apply latest trends in technology and library services

Proficiency in English required; ability to communicate in other language(s) highly desirable

License/certification:

Indiana Library Certification III

ENVIRONMENTAL CONDITIONS:

Must be able to:

retrieve items from shelves 6' high and stoop to retrieve items from shelving close to the floor

tolerate dust

tolerate newsprint, other inks, glues, and mildew

lift one or more library materials weighing 40 pounds

maneuver a cart (empty or full) weighing up to 200 pounds

MACHINES, TOOLS, EQUIPMENT & WORK AIDS:

Able to use, replenish supplies, and correct normal problems on general office aids including:

Computers

Photocopiers

Typewriters

Printers

Microfilm machines

FAX machines