

Adult Services and Programming Librarian

Are you a librarian who is up to date on the latest technology trends, is a creative thinker, and wants to share their passion for great library programs and services? The E.C. Scranton Memorial Library is looking for you. We seek a forward-thinking, dynamic librarian to join the Adult Services Department and provide your skills and expertise to our team.

This position plays an intrinsic role in helping to create the library Madison deserves - leading patrons to materials, helping them with their tech needs, and implementing timely, thoughtful public programs. You'll oversee adult programming, promote and publicize events, all while working closely with the Children and Teen Services librarians to provide programming for the entire community.

The successful candidate for this position will have outstanding customer service skills, strong oral and written communication and interpersonal skills, enthusiasm for technology and outreach, along with the ability to work collaboratively. Flexibility and the ability to thrive in a constantly evolving work environment is also essential. Recent graduates or those nearing completion of their MLS degree are encouraged to apply.

Essential Job Functions:

- Plan, develop, and execute programs, presentations, and educational opportunities for adult patrons; may lead discussion groups and provide group instruction.
- Collaborate with Children and Teen Services librarians to provide multi-age, library-wide programs.
- Track program attendance, evaluate program outcomes and prepare reports.
- Maintain adult program budget; keep a record of expenditures, check requests, tax documents, and contracts.
- Manage various print and online communication tools to encourage library participation in the community. Prepare and disseminate brochures, flyers, and other public relations materials to promote library services. Maintain library social media presence.
- Collaborate with various stakeholders to identify and implement library participation in projects with community partners and organizations, including opportunities to promote the library and/or educate the public in the use of library services.
- Provide reference, technology, and reader's advisory assistance to patrons in person, over the phone, or via email using the library's collections and electronic resources; provide referrals to other libraries and organizations.
- Assist patrons with operation and maintenance of library equipment including public computers, printers, scanners, fax machine, copiers, and Creative Loft equipment.
- May occasionally assist in the development and maintenance of adult collections, including selection of materials and weeding.

Qualifications:

- Master's degree in library science from an ALA-accredited institution (students nearing completion encouraged to apply).
- Proven track record of outstanding customer service to a wide range of ages and abilities.
- Currency and fluency with innovation and technology trends in public libraries.
- Proficiency in wide variety of software and hardware, including MS Word, Excel, and PowerPoint, and Apple products.

- Proficiency with use of e-reader devices and downloading of e-books, e-magazines, and streaming media.
- Proficiency with mobile devices used in the library, including tablets and smartphones.
- Proficiency with communications tools such as Constant Contact, Canva, and current social media outlets.
- Outstanding written and verbal communication skills and a commitment to teamwork.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Duties require moving throughout the building to access collections, lead programs and meetings, and operate office equipment.
- Duties require ability to express and exchange ideas by means of the spoken word and to perceive the nature of sounds at normal speaking levels, with or without correction.
- Duties require close visual acuity for extensive reading and viewing a computer terminal.
- Duties require extended periods of standing, walking, and sitting.
- Duties require occasional periods of pulling/pushing items, lifting/carrying items up to twenty pounds, bending, stooping, and fine manipulation skills.

Hours:

35 hours per week including evenings and rotating Saturday hours

Benefits & Compensation:

- Salary meets CT State suggested minimum
- Salary range is \$28-\$30/hour based on experience
- 36 days of combined paid time off each year
- Medical and dental insurance, short- and long-term disability, and life insurance
- 401k retirement plan
- Benefits prorated based on start date

Reports to: Head of Reference

Employment Status: Full-time exempt

To apply: Send a meaningful cover letter, resume, and contact information for three references to scrantonlibraryhr@scrantonlibrary.org on or before October 20th, 2023.

Disclaimer: *Nothing in this job description restricts the E.C. Scranton Memorial Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the E.C. Scranton Memorial Library's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

The E.C. Scranton Memorial Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, disability, or other protected status under state and federal laws.