



Rose Memorial Library Job Description

Job Title: Part-Time Adult Services Librarian (approximately 30 hours per week)

Summary: Under the general direction of the Library Director, the Adult Services Librarian has overall responsibility for adult programming and services. In addition to the duties outlined below, the Adult Services Librarian is expected to be active in regional and other professional associations, and to engage in continuing education and development activities.

Some evening hours and occasional weekend hours required.

Essential Job Functions:

- Develops, coordinates, and markets adult programs.
- Provides phone, in-person, and web-mediated reference assistance.
- Develops and implements a program of user instruction in computing skills.
- Contributes to development of policies and planning for public access computing.
- Assists with development of adult collections and collection policies.
- Assists in marketing library to adult users via newsletter and other means.
- Participates in outreach activities to community groups, e.g., seniors.
- Assists with grant writing for adult programs and services.
- Engages in liaison with LARC and RCLS groups relevant to adult services.
- Participates in developing and carrying out staff training and development, especially in technology skills.
- Coordinates and supervises adult and community restitution volunteers.
- Attends professional workshops and conferences.

Knowledge, Skills, and Abilities:

- An individual who demonstrates initiative and is a well-motivated, self-starter.
- Ability to work well under pressure, prioritize projects and detail/deadline oriented.
- Excellent interpersonal, communication and organizational skills.
- Ability to communicate and follow instructions, both orally and in written form, in the English language.
- Excellent computer skills including knowledge of Microsoft Office Applications including Word, Excel, PowerPoint, and Publisher.
- Knowledge and experience using an automated library system and databases.
- Ability to maintain strict confidentiality in all aspects of the job.

- Ability to develop and maintain a positive and effective working relationship with fellow employees, supervisors, vendors, and the general public.
- Adheres to departmental, personnel, and safety policies and procedures.
- Ability to operate various types of office equipment to include phone, fax, computer, calculator, copier, credit card machine, etc.
- Ability to work evenings and weekends.
- Professional appearance and attitude.

Minimum Qualifications:

- Master's Degree in Library Science from an American Library Association accredited college or university.
- New York State Public Librarian Certificate within 3 months of start date.
- Coursework or experience in working with adult collections and adult services.
- One year professional experience working in a public library preferred.

Rose Memorial Library is located in Stony Point, NY, a friendly suburban community in scenic Rockland County, about 30 miles north of New York City. The library is a member of the Ramapo Catskill Library System. Library website:

www.rosememoriallibrary.org.

Please email or send letter of application and resume to:

Jennifer Brown, Library Director
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