

## **Adult & Teen Services Department – Adult & Teen Services Librarian**

**Status:** Non-exempt, Full-Time

**Hours:** 37.5 hours per week, Sunday-Saturday hours with regular rotation. Must be able to work evenings and weekends.

**Salary Range:** \$19.22-\$24.03/hr

**Description:** The Adult & Teen Services Librarian provides support to the Adult & Teen Services department by planning and delivering innovative library programs, coordinating home delivery services, assisting with the development of the library's collections, and providing reference, readers' advisory, and technology assistance to library patrons. This position will work collaboratively with other library departments and community to plan and implement services primarily for adults, and other patrons as needed.

**Reports to:** Adult & Teen Services Manager

### **Duties and Responsibilities:**

#### *Programming and Outreach*

- Plan, promote, and facilitate library programs for adults in the River Forest community.
- Work closely with the PR & Marketing Specialist to brand and promote all programs.
- Collaborate with stakeholders in the community to maintain strong partnerships and actively seek out and establish new community connections to further the Library's mission and strategic plan.
- Coordinate the home delivery program, including readers' advisory to program participants, account management, and delivery.
- Develop and coordinate passive programs for adults, including summer reading and planning of monthly display schedule in cooperation with other department staff.
- Contribute to a monthly report on the Adult & Teen Services department highlights, such as patron impact stories, monthly usage, and program attendance statistics.

#### *Public Service at the Adult & Teen Services Desk*

- Provide a friendly, welcoming environment and excellent customer service to all patrons during regularly scheduled desk shifts.
- Offer readers' advisory services that promote the love of reading and lifelong learning, such as in-person and email recommendations, book displays, booklists, and more.
- Understand and respond to the needs of library patrons by providing accurate and professional information services in person, by phone, and online.
- Instruct patrons in person, by phone, by email, and by chat on the use print and digital resources, including online databases, websites, and downloadable materials.
- Assist patrons with public computers, printing, scanning, and faxing.
- Provide a caring, approachable presence for middle school students and gain knowledge of young adult literature to offer readers' advisory services.
- Monitor patron behavior and hold them accountable to the Patron Code of Conduct.
- Crosstrain to work the service desks in other library departments when needed.
- May act as Person in Charge.

### *Collection Development*

- Maintain assigned areas of the Adult collection. Select, evaluate, and weed materials to keep the collection up-to-date and in good condition and purchase materials within the allocated budget.
- Work with the Adult & Teen Services Manager to prepare an annual budget for your collections and manage budget throughout the fiscal year.

*Perform other duties as assigned.*

### **Necessary Skills and Abilities**

- Demonstrated ability and willingness to collaborate positively in a team environment, including effective interpersonal skills and the ability to express yourself clearly in person and in writing.
- Ability to communicate effectively with program vendors and community partners.
- Ability to successfully lead programs and give presentations.
- Ability to work effectively with patrons of all ages, cultures, abilities and backgrounds.
- Ability to problem solve, think creatively, make decisions in the moments, and troubleshoot technology issues.
- Demonstrated knowledge of library applications, Microsoft Office products, Google Workspace, and other emerging technologies and their application in a library setting.
- Ability to provide patient and friendly instruction on the use of database resources and streaming/downloadable media on a variety of handheld devices.
- Knowledge of current library trends and adult literature.
- Highly organized and able to multitask, exercise initiative, and work independently.

### **Qualifications**

- Masters of Library Science degree from an ALA accredited school.
- At least one year of library experience.
- Must be able to work evenings and weekends.

Please email a cover letter and resume to [employment@riverforestlibrary.org](mailto:employment@riverforestlibrary.org). No phone calls please.

The River Forest Public Library is an Equal Opportunity Employer.

### **Contact Information:**

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