**Reference and Adult Programming Librarian – Job Description**

**Summary**

Working under the supervision of the Library Director, the Reference and Adult Programming Librarian functions as the primary provider of reference service at the Auburn Public Library. The Reference and Adult Programming Librarian is also the primary planner of all adult-focused programming at the Auburn Public Library and significantly involved in collection development for adult patrons. Related work as required.

**Essential Duties and Responsibilities**

Responsible for daily operations at the reference desk, the duties of the Reference and Programming Librarian include but are not limited to:

* Assisting patrons with reference and research inquiries, ensuring patrons are able to obtain useful information in a timely fashion
* Providing reader’s advisory services for adult patrons
* Providing computer assistance with library hardware and software
* Developing and coordinating programming for adult patrons, including but not limited to lectures, concerts, crafting events, DIY workshops, health and wellness sessions (i.e. yoga, meditation, etc.), book clubs, seasonal adult reading programs, etc.
* Overseeing marketing for all adult events and services, including creating and distributing promotional materials, creating posts for social media, and doing outreach to the community
* Assisting with collection development for both adult fiction and adult nonfiction
* Periodically supervising Library Associates and Senior Library Associates
* Serving as part of the library management team, assisting the library director in developing goals, objectives, policies, budgets, and grant applications
* Attending workshops and professional meetings, as well as reading current literature on library issues relating to reference and adult services
* Performing related work as required

**Expectations**

* Knowledge of professional library methods and best practices, particularly those pertaining to reference service and program planning
* Ability to work with patrons of all ages and abilities
* Proficiency with library information systems
* Knowledge of library administration, including collection development, event planning, and budgeting
* Familiarity with library trends
* Ability to communicate clearly and efficiently both verbally and in writing
* Commitment to excellent patron service
* Ability to effectively and professionally represent the library to the community
* Ability to maintain effective, cordial working relationship with supervisors, peers, and subordinates
* Excellent planning and organization skills
* Ability to plan and prioritize workload in order to complete assignments in a busy environment with frequent interruptions
* Physical ability to stand, walk, sit, speak, hear, and use hands to operate equipment. Able to move and lift materials up to 25 pounds. Vision requirements include the ability to read routine documents and use a computer. Often required to push or pull book trucks weighing 150 pounds. May be required to stand for extended periods of time

**Education and Experience**

Master’s Degree in library science; at least three years of library experience or an equivalent combination of education and experience. Requires a criminal records check.