



Job Title: **Teen and Adult Services Librarian I**  
Department: Teen and Adult Services  
Reports to: Teen and Adult Services Department Head  
Supervises: N/A  
FLSA Status: Non-Exempt  
Pay Grade: 4  
Job Classification: Librarian I  
Certification Required: Indiana State Library Librarian Certification Level 6

**OVERVIEW:**

At the Hussey-Mayfield Memorial Public Library, we have a long history of service. We are a link to information as well as a vehicle for continued learning. With resources on our shelves and online, we strive to connect our community to the new ideas and information they seek. We develop services and resources to inspire curiosity, advance education, and cultivate a love of reading.

We are an Equal Opportunity Employer.

**JOB SUMMARY:**

The Teen and Adult Services Librarian assists in the delivery of the various services offered to adults, including but not limited to reference services and diverse program offerings; assists in the delivery of services to teens.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, hosts and/or delivers a variety of programs for adults and teens, including reading programs, book discussions, topical programs, craft programs & entertainment.
- Assesses the current needs and desires of Library patrons in order to provide a responsive and appropriate assortment of programs and services for community residents.
- Aides patrons in selecting/locating/usage of appropriate/automated materials and information. Conducts reference interviews and provides reader's advisory.
- Helps customers with using e-Readers and tablets in conjunction with the Library's eBook holdings.
- Creates displays to promote the collection and programs.
- Participates in professional conferences, workshops, training and keeps current with industry trends and best practices.
- Assists with various tasks that contribute to the successful operation of the Department

**NON- ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Participates in the ongoing development, implementation and evaluation of the Library's Strategic plan.

***The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.***

**EDUCATION, WORK REQUIREMENTS & PREFERENCES**

- Required: Bachelor's degree with a major in a field of study that complements the department's needs
- Required: Indiana Public Librarian Certification Level 6 or above or the ability to attain one within 18 months.
- Required: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint and Publisher), printers, copiers, projectors, and tablet devices.
- Preferred: 1-2 years of previous public Library experience.

**PHYSICAL DEMANDS:**

**Rarely:** driving, climbing, crawling, lifting items 15- 20 pounds, sitting for extended periods.

**Frequently:** reading, writing, eye-hand coordination, hearing, seeing, talking, standing, sitting, walking, squatting, bending, pushing, and pulling.

***The job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.***

TAS Librarian I  
Date Created: June 27, 2019  
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