



**Mansfield/Richland County
Public Library**

**VACANCY POSTING
& JOB DESCRIPTION**

**Adult Reference
Librarian**

The Mansfield/Richland County Public Library is accepting applications for a full time Adult Reference Librarian at our Main location in downtown Mansfield, Ohio.

Applications can be found on our website www.mrcpl.org/about/employment/ or at any MRCPL location. Please print, complete and submit application, cover letter and current resume to any MRCPL location or to the Business Office, 43 W Third St, Mansfield OH 44902.

Applications will be accepted until 5:00 p.m. on Saturday, September 25, 2021.

Reports to:	Adult Services Coordinator	FLSA Status:	Non-exempt
Pay Grade:	24; \$21.02/hr to start	Location:	Main Library

Positions Supervised: None

POSITION SUMMARY: Under the supervision of the Adult Services Coordinator, the Adult Reference Librarian is responsible for providing and promoting library resources and services to persons of all ages, with a focus on adults, taking a lead role in a variety of duties including recommending and implementing new and innovative services and resources, leading collection development, and planning and implementing general and specialized programming for adults.

QUALIFICATIONS:

1. MLS or MLIS from ALA-accredited university is required. Consideration will be given to candidates actively enrolled in the MLS/MLIS program with proof of current enrollment.
2. Coursework emphasis on print and digital reference sources is preferred.
3. Experience working in public library setting is preferred.
4. Advanced computer skills using Microsoft Office, GSuite, internet and email
5. Ability to read, write, speak and understand English
6. Must be experienced and comfortable working alone and in a team environment
7. Must have advanced facility with a variety of social media and digital formats along with devices used by customers, like Ipad, tablets, eReaders, smart phones and the like
8. Experience working with a wide variety of professional reference, research, and reader's advisory tools, publications, and resources.
9. Knowledge of current trends in public library resources, services, and programming.

10. Reliability and above average work attendance with ability to work flexible schedule including day, evening and weekend hours
11. Physical requirements: Engage in extended periods of sitting, standing, walking, bending, stooping, kneeling, twisting/turning and stretching to shelve materials throughout the library on shelves of varying heights from above shoulders to below knees. Engage in intermittent periods of climbing stairs, typing and viewing computer monitors, lifting and carrying equipment and materials occasionally weighing 40 – 60 pounds and pushing loaded book trucks weighing 75 - 100 pounds or more on tile or carpet. Must be able to use hands and fingers to grasp, handle and manipulate materials and operate tools and controls, including computers, phones and office equipment. Occasionally required to get on hands and knees to look for materials that have fallen under the shelves or stand on step stool 14 ½ inches high to reach upper shelves. May need to sweep or vacuum after programs.
12. Favorable results of pre-employment background check.
13. Reliable transportation in order to meet work requirements.
14. Valid vehicle operator's license is required, with acceptable driving record and current vehicle insurance. Travel is required.
15. Required at time of hire: proof of eligibility to work in the United States.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Library policies, procedures and operations, including emergency response (acquired after hire)
2. Knowledge of safe work practices and safe lifting techniques (acquired after hire)
3. Advanced knowledge of Dewey Decimal System and alphabetization principles
4. Advanced knowledge of reference interview and reader's advisory techniques.
5. Knowledge of, and ability to utilize, a variety of genealogical and historical research resources to assist customers with genealogy and local history research.
6. Advanced knowledge of reference sources, in print and online, and an ability to utilize appropriate resources when assisting customers with selections and information.
7. Knowledge of adult literature and current trends in library service to adults.
8. Ability to simultaneously manage duties and complete work with multiple interruptions and distractions
9. Ability to speak publicly to audiences of varying size and demographics
10. Ability to actively listen and communicate clearly with diverse customer base
11. Ability to understand and follow specific instructions
12. Ability to work independently in the absence of close supervision
13. Ability to prioritize work and efficiently carry out assigned tasks and projects
14. Ability to perform tasks in areas where seating is not provided, unless reasonable accommodation is requested
15. Ability to remain mentally alert, focusing attention on detail and accuracy
16. Skill in exhibiting an attitude of professionalism, including tact, good judgement, dependability and courtesy
17. Excellent organizational skills and attention to detail and accuracy

ESSENTIAL CORE COMPETENCIES

All MRCPL employees are expected to continuously demonstrate the following:

1. Basic computer skills with demonstrable ability to use applications in Windows environment including Microsoft Office products, internet use and email
2. Ability to efficiently, effectively and positively meet the library needs of internal and external customers

3. Ability to use good judgement and common sense when making decisions, based on Library policies and procedures, to the best interest of the Library, staff and public
4. Ability to communicate effectively, both orally and in writing
5. Ability to adapt and adjust to changing situations
6. Ability to troubleshoot and correct basic technology problems
7. Awareness of community events, resources, attractions and demographics
8. Understanding of Library policies and applicable local, state and federal laws and the ability to communicate this information to staff and customers and ensure the Library's compliance
9. Knowledge of and ability to use the content of the Library's website, online catalog and Integrated Library System
10. Awareness of the attributes and library needs of particular customer groups and the ability to apply that knowledge through materials, services and programming
11. Understand and support the Library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual (Intellectual Freedom)
12. Ability to identify and prioritize work needs
13. Ability to establish and maintain effective working relationships with supervisor and other staff members and work collaboratively with others to achieve organizational goals and objectives
14. Knowledge of and compliance with the Ohio Ethics Law and the Code of Ethics and values of the Library
15. Ability to promote and support the fundamental purpose of the public library, its mission, vision, culture and structure

ESSENTIAL TASKS AND RESPONSIBILITIES:

Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.

1. Consistently provide superior customer service.
2. Handle multiple interruptions at once, sustaining productivity and accuracy.
3. Exhibit professional, courteous and approachable demeanor at all times.
4. Work at the Public Service desk as needed, and professionally and non-judgmentally provide quick and accurate answers, using appropriate reference techniques.
5. Deal tactfully and professionally with unhappy customers, resolving the customer's issues while explaining and adhering to Library policy.
6. Locate and process materials to fulfill customer requests.
7. Deal quickly and appropriately with emergency situations in accordance with library policies and procedures.
8. Complete online training to become a US Passport Acceptance Agent and process passport applications as requested.
9. Assist customers, regardless of age, in the use of the adult library collections, providing directional, informational and referral services including Sherman Room and Teen Zone.
10. Locate credible, non-biased reference sources when seeking information for customer requests.
11. Conduct in-depth and skilled reference interviews, using resources and materials in a variety of formats, to provide research assistance and connect customers to the information they are seeking.
12. Conduct in-depth and skilled reader's advisory services using resources and materials in a variety of formats.

13. Conduct collection maintenance in assigned areas of the collection by conducting collection analysis, evaluating existing materials, removing out of date or worn materials, and verifying physical labeling and catalog record accuracy.
14. Lead the development of assigned sections of the collection, evaluating existing and new titles and making final selections for the collection.
15. Assist with daily shelving, straightening, and shelf reading.
16. Participate in producing regular adult programming in conjunction with the Adult Programming Specialist.
17. Develop and present specialized workshops and training based on customer interest, requests and needs and when requested by administration.
18. Directly assist and instruct customers in using library online resources upon request either in person or over the phone.
19. Assist in the use of computer reservation and print release software in accordance with library policy and procedure.
20. Track and maintain statistical data within your area of responsibility or as requested by supervisor.
21. Create and maintain displays on various themes and timely topics in or around the department.
22. Create, publish and manage relevant and appropriate blog posts, Subject Guides and web pages within area of responsibility.
23. Maintain a current awareness of system wide library programs, resources, and services in order to recommend to customers as appropriate.
24. Produce bibliographic aids such as reading lists, bibliographies and resource guides as needed.
25. Complete specialized projects or off-desk responsibilities as assigned by supervisor, meeting the operational needs of the department.
26. Make minor corrections to the library catalog, as needed.
27. Serve as contact for community organizations including schools in your area of responsibility.
28. Identify and make recommendations for improvements to operations and streamlined work processes.
29. Accept payments (print, faxes) and make accurate change.
30. Represent the Library publicly at meetings and other activities, as directed.
31. Maintain regular and predictable attendance, working days, evenings and weekends to meet the needs of the department.
32. With reasonable accommodation, meet the physical requirements and perform essential tasks and responsibilities reliably within 6 months of on-the-job experience and training.

ADDITIONAL TASKS AND RESPONSIBILITIES:

Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.

1. Adhere to, support and effectively implement Administration and Board policy, procedures and core values.
2. Accept payments for printing and scanning services, making correct change.
3. Assist in the training of new staff and department volunteers.
4. Occasionally participate in the planning and/or execution of special programs and events as indicated by customer/community interest and need or administration request
5. Work with supervisor to identify promotional opportunities for services and resources available within your area of responsibility.
6. Participate in the Library's community engagement efforts and activities.

7. Engage actively in professional development and monitor changes in the profession through meetings, professional association membership and activities and professional reading, bringing ideas and suggestions to the attention of the supervisor.
8. Act as Person In Charge (PIC) as requested, and work Sunday rotation when scheduled.
9. Perform opening and closing procedures for the adult department.
10. Attend meetings as scheduled by the Adult Services Coordinator.
11. Communicate regularly with supervisor.
12. Clean up bodily fluids as necessary following MRCPL procedures.
13. Attend Staff Development Day, and additional workshops and seminars as assigned.
14. Perform additional tasks as required by the upward chain of command, which moves from the Adult Reference Librarian to the Adult Services Coordinator to the Deputy Director to the Director.