

## **Adult Services Assistant**

**Date Prepared:** June 2020

**Reports to:** Adult Services Manager/Librarian (MLIS)

**Subordinates:** None

**Level:** 106

**Status:** Non-exempt

**Basic Function:** Advocates for all adults (18 years of age through senior years) by assisting the Adult Services Manager with adult programming facilitation, displays, and programming preparation.

**Nature and Scope:** This individual assists the Adult Services Manager by enthusiastically and positively taking on tasks as assigned. In addition, the Adult Services Assistant is trained to work at all qualifying public service points.

**Principal Accountabilities:** Develops and brings creative/innovative adult programming to Adult Services Manager for consideration; Facilitates approved adult programming using a variety of techniques including digital and non-digital based programming; Helps plan and decorate adult service areas; Serves the public with courtesy and efficiency

**Essential Duties of the Position: (other duties appropriate to the classification may be assigned as necessary.)**

- Assists with/facilitates Adult Services programming system-wide
- Helps plan displays and decorate adult areas
- Collaborates with Adult Services Coordinators and Adult Services Assistants
- Assists with Adult Summer Reading Program
- Attends Adult Services Department meetings
- Maintains programming supplies with attention to neatness and needs
- Thinks outside of the “traditional library” bringing fresh ideas to the Adult Services Department and area
- Makes deliveries to homebound patrons and prepares requests
- Assists patrons at all qualifying public service points
- Assists Adult Services Manager/Librarian with Onboarding process for new hires in adult area

**Acceptable Skills, Knowledge, and Abilities:**

- Knowledge of adult collection with a passion for reader’s advisory
- Enjoys following adult trends and interests
- Excellent decision-making skills
- Excellent oral and written communication skills; listening and interpersonal skills; organizational skills; public speaking skills
- Expertise in computer and information technology skills
- Familiarity with current technology and library trends

- Willingness to seek/receive professional development opportunities, provided by reputable institutions/organizations and/or library staff
- Ability to plan both short and long term
- Ability to work effectively with other staff
- Ability to work a flexible schedule, including evenings and weekends
- Ability to learn library routines, rules, procedures, and policies and apply them, always with a solution-driven and helpful attitude
- Ability to work with the public of all ages, always with courtesy and respect
- Ability to organize
- Ability to work independently and collaboratively
- Neat appearance appropriate for work in a public building
- Ability to lift 30 lbs.
- Four-year degree from an accredited college or university preferred; additional training or education related to adult services will be considered