

## **Adult Services Librarian**

Do you love making a difference? The Hartland Public Library is looking for an innovative and customer-focused librarian to join our team. This part-time position (20 hours/week) will report directly to the Library Director. Schedule includes one evening per week and one Saturday a month.

Duties and Responsibilities include the following:

- Assists patrons with holds, renewals, account questions, locating materials, basic computer assistance and reference questions.
- Provides in-depth, one-on-one computer instruction for patrons with various technological abilities.
- Provides reader's advisory services to patrons.
- Adheres to and communicates library policies and procedures.
- Have a working knowledge of Overdrive/Libby and similar services to assist patrons with digital content on a variety of platforms.

Outreach and Programming Duties:

- Facilitates mobile library services to senior facilities.
- Establishes relationships with community entities to further the mission of the Library in the community and surrounding areas.
- Is proactive in generating and implementing ideas.
- Presents a positive library image to the community.
- Pursues continuing education opportunities (classes, meetings, conferences) to enhance library services.
- Selects materials for and lead monthly adult book club.
- Performs other work as assigned by the Library Director.

Knowledge and Abilities:

- Displays excellent customer service skills both with patrons in house and within the community.
- Is able to patiently teach one-on-one to patrons of all technological skills.
- Has the ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
- Considerable knowledge of modern Library science theory, practices and applications.
- Shows ability to perform reference work using both print and digital resources.
- Demonstrates flexibility and teamwork.
- Willingness to continually learn and use new technology.
- Shows ability to effectively present information in one-on-one and small group situations.
- Shows independence, and ability to organize and prioritize tasks.
- Excellent communication skills, both oral and written.

Physical Demands of the Position:

- Able to sit, stand, walk, climb, bend, stoop, twist and reach
- Have far vision at 20 feet or further; have near vision at 20 inches or less
- Lift and carry 40 pounds
- Handle processing, picking up and shelving books
- Travel to meetings outside of the Library; provide own transportation to said events

Education and Experience:

- Master's Degree in Library Science from an ALA-accredited college or university
- 2 years+ of customer service experience required
- Experience in library programming, adult programming preferred.

If interested, please send resume, three professional references, and Village of Hartland application to the Library Director Laura Gest, [LGest@hartland.lib.wi.us](mailto:LGest@hartland.lib.wi.us) by April 11, 2021.