

Public Services Librarian

Manlius Library

Manlius, New York

Job Description:

The Public Services Librarian works both independently and as part of the entire Manlius Library staff to achieve the mission and goals of the Manlius Library. This includes but is not limited to design, development, planning, organization, management, implementation, promotion, and assessment of adult programs for the community. It also includes promotion of all library services and activities throughout the community. In this role, the Public Services Librarian collaborates with library staff, community members, and various community groups to develop and promote a diverse and wide range of innovative and engaging programs in support of the library's mission and vision.

The Public Services Librarian is in a position of responsibility and leadership within the library and is expected to support the development and training of staff members while exhibiting flexibility and professionalism in support of the library's mission.

This is a full-time salaried position working 35 hours a week.

Position Duties:

- Evaluates needs of community and identifies opportunities for new and enhanced adult programs, collaborating with library staff and community partners to design, implement, and assess programs that meet the needs of the community in accordance with the library's mission
- Promotes all library programs and services throughout the community using a variety of different formats and outlets including websites, posters, physical and e-newsletters, and other promotional venues
- Identifies trends and opportunities and plans adult programming accordingly
- Secures grants to support adult programming needs of library
- Stay informed of professional issues, trends, and attitudes within both the library profession and the local community
- Provide reference and readers advisory services to patrons including assistance
- Provides circulation desk support including reader's advisory, reference services, and computer support as scheduled or required
- Other special projects and duties as assigned by the Library Director in support of the library's mission

Desired Skills, Knowledge, and Abilities:

- Knowledge of developmental, recreational and educational needs of adults in the community
- Ability to work independently, use initiative, organize, set goals, and follow procedures
- Strong decision-making skills; accuracy, initiative, and ability to be creative and forward-thinking; ability to use sound judgment and logical reasoning to resolve problems
- Excellent computer knowledge and an understanding of all technology used at the library including knowledge of POLARIS
- Proficiency in web development including WordPress
- Knowledge and proficiency of written English, including style and editing standards

- Knowledge of audio-video technology
- Knowledge of and proficiency in graphic design software
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously
- Knowledge of reference materials, library collections, and trends and issues in the library profession
- Must be available to work evenings and weekends
- Excellent communication and customer service skills

Required

- Master's Degree in Library Science or Library and Information Science (MLS/MLIS) from an ALA accredited school. Recent graduates are encouraged to apply.
- This position may require working during any of the hours that the Library is open, including evenings and weekends.
- New York State Public Library Certificate
- Proof of up-to-date COVID-19 vaccination

Physical Requirements

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, talk, and hear. The employee is occasionally required to kneel and crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Compensation

- Negotiable commensurate with experience plus benefits.

To Apply: Send a letter of interest and resume, including professional references, to jmilligan@manliuslibrary.org.

Applications will be evaluated as they are received, and the position will remain open until filled.

Please include Public Services Librarian in the subject field.