



MANLIUS LIBRARY PUBLIC SERVICES LIBRARIAN JOB DESCRIPTION

This is a full-time position working 40 hours / week

DATE: March 7, 2024

JOB TITLE: Public Services Librarian

SUMMARY

The mission of the Manlius Library is to serve as a community center providing free and equal access to cultural, intellectual, and informational resources for community members of all ages.

The Public Services Librarian is responsible for a broad range of duties related to all aspects of Manlius Library's community services. This includes, but is not limited to, managing the adult summer and winter reading programs, our quarterly newsletter, room reservation management, art and display window scheduling, ESOL class liaison, test proctoring, fundraising events, reference desk time, and notary services. In partnership with the Programming Librarian, the Public Services Librarian will also design, plan, implement, promote, and assess a small amount of adult programs for the community. It also includes promotion of all library services and activities throughout Manlius, as well as collaboration with library staff, and other community members and groups to support in the library's mission and vision.

The Public Services Librarian is an integral part of our Adult Services team, supervised by the Adult Services Coordinator. Other team members include the Programming Librarian and the Reference & Outreach Librarian.

DUTIES AND RESPONSIBILITIES

- 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
- Manage all aspects of room reservations, including ensuring policies are followed
- Prepares and manages a budget
- Stay informed of professional issues, trends, and attitudes within both the library profession and the local community
- Provides circulation desk support including reader's advisory, reference services, and computer support as scheduled or required
- Maintains a broad knowledge of print, electronic and community resources and their availability and location
- Coordinate with appropriate staff to develop internal projects and community-wide initiatives
- Manage and schedule for display of art in our gallery as well as window space
- Liaison with OCM BOCES for ESOL instruction program
- Explore, design, plan and implement library fundraising events and opportunities with the help of a Fundraising Committee
- Design, print, and mail our quarterly newsletter
- Represent library at various community activities, professional conferences and committees, internal workshops and meetings, as needed
- Other special projects and duties as assigned by the Library Director in support of the library's mission

SKILLS

- Interpersonal skills including the desire to interact and serve the library's patrons and community
- 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, HTML, and CSS
- Knowledge and proficiency of written English, including style and editing standards
- Knowledge of audio-video technology
- Knowledge of and proficiency in graphic design software
- Knowledge of reference materials, library collections, and trends and issues in the library profession
- Knowledge of library procedures and policies
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously

- Ability to identify areas for professional development and seek out and receive support
- Strong commitment to public service
- Ability to maintain records and track budgets
- Excellent communication and customer service skills
- Must be available to work evenings and weekends

REQUIREMENTS:

- Master's Degree in Library Science or Library and Information Science (MLS/MLIS) from an ALA accredited school. Will consider applicants graduating with their MLS/MLIS in May of 2024.
- This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a weekly schedule is established, the needs of the Library may require schedule changes and flexibility. Currently, this position works Monday nights and one Saturday a month. This position may also assist in outreach opportunities outside of normal library hours.
- New York State Public Library Certificate
- Must pass a background check
- Must possess a NYS notary public license; if not, must be willing to obtain a notary license (the library will pay for the cost and materials).

PHYSICAL REQUIREMENTS

- Ability to operate and view a computer screen for extended periods of time, including repetitive motion of hands / wrists during keyboarding
- Ability to hear, talk, sit, bend, reach, grasp. Occasional need to climb, balance, stoop, kneel, or crouch
- May be required to stand for long periods of time
- May be required to push, lift, pull, and carry items weighing up to 50 pounds

REPORTS TO: Adult Services Coordinator

COMPENSATION AND BENEFITS

- Salary: \$50,000 / year with Master's degree
- Benefits: Sick, personal, and vacation time. 401k plan and health insurance options. We also have a pretty cool party planning committee.

TO APPLY

Email resume, cover letter and three references to mndirector@manliuslibrary.org. Please put "Public Services Librarian" in the subject line. Resumes will be reviewed immediately; last day to apply is March 22nd.