



**Campbell County Public Library**  
*Employment Opportunity Posting*  
*Posted December 11, 2017*

**JOB OPPORTUNITY**

JOB TITLE: Adult Teen Services Librarian

WORKSTATION: Fort Thomas

SCHEDULE: Monday through Friday generally, with some evenings and weekends  
(40 hours a week).

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: \$16.90 per hour

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



## Adult/Teen Services Librarian

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REPORTS TO: Branch Manager  
JOB CLASSIFICATION: 6  
STATUS: Non-Exempt  
REVISED: 1 July 2014

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### **BASIC FUNCTION:**

Under the general direction of the Branch Manager, the Adult/Teen Services Librarian provides programming for adult and young adult patrons, develops services for the age levels, selects appropriate circulating materials for adults and young adults as necessary, and performs specialized tasks related to providing reference services for all ages. Determining and adhering to established budgets, tracking of detailed information, and participation in procedure/policy setting are required. Duties require supervisory skills, independent judgment, and independent action. The Adult/Teen Services Librarian interacts with the public and other staff members.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

### **RESPONSIBILITIES:**

- Plan and provide adult and young adult programs for the branch.
- Prepare and administer computer instruction for patrons and staff.
- Hire (with the Branch Manager), train, and supervise support staff.
- Coordinate public relations for programming with the Public Relations Manager.
- Assist with the creation and maintenance of book displays for adults.
- Participate in outreach activities and networking with local agencies and schools.
- Perform collection development/collection management activities as assigned.
- Provide reference and reader's advisory service to phone-in, walk-in and web-based reference patrons.
- Create monthly narrative and statistical reports of the position's activities.
- Assist with general desk duties, including circulation.
- Lead and serve on committees as assigned by the Library Director.
- Perform other duties as assigned.

### **EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

- Master's degree in Library Science from an ALA accredited library school.
- Knowledge of library principles and practices and the ability to put them into practice.
- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.

- Extensive computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

*The job description is not a contract between the Library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.*