



## City of Cloquet Job Description

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**POSITION:** Adult Services Librarian  
**DEPARTMENT:** Library  
**REPORTS TO:** Library Director

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### **JOB SUMMARY**

Coordinates and performs a variety of professional, advanced and complex library services including adult, young adult, and reference service functions for the Cloquet Public Library.

### **ESSENTIAL FUNCTIONS OF THE JOB**

The following are typical illustrations of duties encompassed by the job, but are not an all-inclusive or limiting list of the duties required to perform this job. Other additional duties may be assigned.

#### **Reference, Adult, and Young Adult Patron Services**

Staff the reference desk. Perform reference services, conducts tutorials and classes on databases available in the library. Requests materials from other libraries

Assess patron need and advise them in making effective use of library resources and services; assist patrons of all ages by answering reference questions and selecting print and non-print materials

Create MARC records for the on-line catalog and/or identify which record to select from MARC record vendor such as OCLC

Assists patrons in using the on-line catalog and other electronic tools and resources; assist and instruct patrons in using library services, equipment and facilities

Coordinates programs for adults and young adults, including but not limited to, guest speakers, book discussions, and computer classes

Accompanies patron to information source whenever possible and shows patron how to search effectively

Assists other staff and patrons with the interlibrary loan system, including paperwork and shipments, as needed

Responsible for selection and collection development of young adult and adult materials including purchasing, weeding and rotating of library materials and assessing donations for additions to the collection

### **Technical Services**

Maintains and troubleshoots library and computer equipment, databases, network, catalogs, print resources, and internet issues as required

Works with other library staff to develop necessary training on all library equipment and computers such that employees can effectively operate or troubleshoot such equipment when unavailable

Maintain the library's website as requested or required, use of social media to publicize events  
Maintains knowledge of the automated system and assists with check-out and technical services tasks, as needed

Assists patrons and staff with use of computers and conducts public education classes and/or informal tutorials regarding computer use and library resources

Ensures that computers are on and working and takes care of and instructs patrons in the use of library computers

### **Administrative Services**

Writes and implements grants to support service programs of the library

Assists the Library Director in budgeting for collections, services, and programs in the area of adult and young adult services

Prepares narrative and statistical reports for the Library Director and/or Library Board as requested

Responsible for all library services, staff, and building when working evenings, weekends, or when the Library Director is unavailable or absent. Directly supervises all Library Aide positions

Assign work duties and prepare work schedule for staff, volunteers, and/or substitute personnel as required

Assists Library Director with evaluations of work performance of other staff, volunteers, and/or substitute personnel as requested by the Library Director

### **General Duties**

Performs circulation desk duties

Respond to general patron inquiries; interpret and explain library policies and procedures

Plans, develops, coordinates, promotes, presents, and supervises various library programs

Monitors patron/staff collection requirements and processes collection requests

Creates and maintains displays and/or prepares bulletin boards for area assignment

Represents the library on various committees, both internal and external, as directed by the Library Director

Conducts public relations functions and participates in public outreach activities; visits community organizations and conducts presentations to promote library services and resources

Reserves meeting rooms for the public

Responsible for opening and closing the building

Performs other duties as assigned, apparent or required

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

Master's Degree in Library Science preferred, with a minimum of a Bachelor's degree (B. A.) in Library Science required; and one to two years related experience and/or training; or equivalent combination of other education and experience

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, training manuals, book reviews, ads, and catalogs. Ability to write reports and business correspondence. Ability to present information from workshops, seminars and classes in oral or written form, to staff and patrons. Ability to communicate effectively with patrons and staff.

### **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to accurately determine fines and other charges, collect payment and make change. Ability to compile and prepare statistics for Library.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **OTHER KNOWLEDGE SKILLS AND ABILITIES**

Strong computer and technical aptitude with an ability to maintain and assist patrons with the use of computers and their software

Ability to load and maintain software on-line for computers available to the public

Knowledge of principles and practices of library science

Knowledge of library operations, services, policies, and procedures

Knowledge of processes and procedures related to adult/reference services

Integrity in ensuring the delivery of high quality library services to patrons

Knowledge of adult books and authors and reference systems

Knowledge of on-line computer systems

Knowledge of library equipment including copiers, cash register, fax machine, telephone system, microfilm reader, security systems, networked printer, etc.

Ability to accurately place and retrieve books and other items from shelves using a variety of classification systems

Establishing and maintaining effective working relationships with other staff, library patrons and general public

Ability to work independently as well as in a team setting

Ability to organize work for efficient use of time

## **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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 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.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet