

## Merrimack Public Library

**Job Description:** Head of Adult Services and eResources Librarian

**Level:** 7

### **Job Summary:**

Responsible for all aspects of the Adult Services Department including: planning adult events and classes, overseeing the maintenance and development of the print and digital collections including: reference, periodicals, professional collection, electronic databases, and the promotion of these services to meet the needs of the community; assists in providing traditional and computer related reference services to meet the information needs of the community; oversees and develops the Library's Makerspace offerings, including a 3D Printer.

### **Supervision Received:**

Works under the general supervision of the Library Director.

### **Supervision Exercised:**

Responsible for any staff or volunteers assigned to the departments. Acts on the Director's behalf during his/her absence as needed or as requested.

### **Major Duties and Responsibilities:**

#### **General:**

1. Participates in Department Head and Full Staff meetings.
2. Interprets library policies and procedures to the public.
3. Represents the Director at meetings and in various other situations both inside and outside the Library as requested.
4. Performs and assists in projects as required. Duties may vary at the discretion of the Director.
5. Attends outreach events representing the library as needed.
6. Attends conferences and meetings, reads professional literature, is aware of new library trends, practices, and technological developments.

### **Reference and eResources:**

1. Supervises the general and the day-to-day operations of the Reference Department.
2. Schedules and plans for adequate staffing appropriate coverage of the Reference Desk.

3. Covers Reference Desk regularly and other public floor desks occasionally.
4. Answers reference questions and assists the public in locating and interpreting library resources.
5. Supervises the handling of interlibrary loan services and procedures including verification, searching, requesting, receipt, notification, and return.
6. Develops, implements, and evaluates reference services to meet community needs.
7. Involved with teaching and promoting consumer and library technology to the public and the staff.
8. Manages all library electronic resources including database subscriptions and web-based services.
9. Acts as a vendor liaison for electronic databases and software; represents Merrimack Library on GMILCS subcommittees for the same purpose.
10. Attends meetings and/or participates on committees for managing consortium-shared electronic resources.
11. Stays informed of innovations in the use of technology in library settings and recommends, plans, and implements those that are appropriate including digital collections, downloadable or streaming content, Makerspaces, mobile apps, social media, MOOCs, etc.
12. Instructs and advises patrons and staff, either one-on-one or workshop setting, on research and effective use of library resources, basic computer applications, mobile devices, emerging technologies and the library's seismograph.
13. Troubleshoots computer and intranet issues for the staff; occasionally working with Head of Technical Services, GMILCS staff, or outside tech support.
14. Troubleshoots computer issues for patrons.
15. Coordinates timely software updates on staff and public computers.
16. Contributes content to the library's social networking tools and website.
17. Supervises, trains, and evaluates personnel as required.
18. Facilitates regularly scheduled Department meetings.
19. Prepares monthly statistical reports and other studies and reports as required.
20. Selects and coordinates the collection maintenance processes of the reference and non-fiction collections with the reference team.
21. Participates with Town of Merrimack Technology Committee as needed.
22. Recommends changes in reference policies and procedures to the Director.

#### **PHYSICAL DEMANDS:**

1. While performing the essential functions of this job, the incumbent is regularly required to bend and stoop; to use hands to finger, handle, or feel objects; and to reach with hands and arms.
2. While performing the essential functions of this job, the incumbent is regularly

required to sit, stand, go up and down stairs, and walk on a frequent basis.

3. While performing the essential functions of this job, the incumbent is regularly required to communicate via telephone.
4. While performing the essential functions of this job the incumbent is occasionally required to lift and/or move objects up to 50 pounds.

**MINIMUM QUALIFICATIONS:**

1. Masters Degree in Library Science from an ALA accredited school.
2. Three to five years progressively responsible library experience; one year supervisory experience preferred.
3. Experience with automated systems and other computer applications.

**KNOWLEDGE, SKILLS, AND DESIRABLE ABILITIES:**

1. Comprehensive knowledge of modern library organizations, principles, practices and procedures, policies, aims and service.
2. Commitment to excellence in public service.
3. General knowledge of library materials.
4. Knowledge of operating and maintaining office machines and computer terminals.
5. Skill in the performance of technical library tasks.
6. High proficiency in both written and spoken English.
7. Ability to meet people easily and get along well with others.
8. Ability to learn new skills and increase professional knowledge.
9. Adaptability and dependability to work well in a team situation and flexibility in emergency staffing situations.
10. Necessary attributes: mental curiosity, resourcefulness, initiative, good memory, attention to detail, problem solving skills, maturity and decisiveness, oral and written communication skills.

**SCHEDULE:** The schedule requires a 40 hour work week and includes some weekend and evening hours.

6.2017