

MPHPL Job Opening

POSITION: Adult Services Librarian

LOCATION: Floating, based at Mishawaka Library (subject to change)

CLASSIFICATION: 5-Librarian

FLSA Status: Non-exempt

CERTIFICATION: Indiana LC 3 (Professional Assistant)

HOURS OF WORK: Part Time/20 hours per week with at least one evening per week and two Saturdays per month. (hours subject to change)

WAGE: Specified in the latest salary schedule maintained in Human Resources

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Adult Services Team Leader

QUALIFICATIONS AND WORK SKILLS:

1. An MLS degree from an ALA-accredited library school; will consider a bachelor's degree if eligible for a temporary permit while working toward a MLS degree
3. Ability to work well with patrons and staff
4. Excellent oral and written communication skills
5. Ability to instruct patrons and staff in technology and materials
6. Strong commitment to excellent customer service
7. Proficient in the use of computers and library technology; ability to learn new technology quickly

RESPONSIBILITIES AND DUTIES:

The general purpose of this position is to staff the Adult Reference Desk.

ESSENTIAL JOB DUTIES:

1. Share responsibility for desk shifts on the Adult Services desk(s).
2. Become familiar with general library operating policies.
3. Create attractive material displays as needed.
4. Participate in shelf reading, weeding and shelving of adult print collections.
5. Performs circulation tasks including patron registration.
6. Create bibliographies and book lists to meet patron interests.

7. Assist with special projects involving adult print materials, services, and resources.
8. Perform other duties as may be assigned to ensure the smooth and efficient operation of the library.

PHYSICAL REQUIREMENTS:

1. Ability to pull a loaded book cart
2. Ability to lift and carry 30 pounds
3. Ability to frequently stand, bend or stoop to shelve books
4. Ability, stamina, and balance to perform basic movements frequently (such as squatting, bending and stooping, marching, turning in circles, and lifting arms overhead)
5. Ability to sit while keyboarding or typing

Revised 5/2022