Responsible to the Supervisor of Adult Services. May also be assigned duties in other departments of the library.

DUTIES AND RESPONSIBILITIES

Readers' advisory
Collection development, including selecting and weeding
Reference
Programming
Library instruction, including training of the public on library technologies
Basic PC/terminal troubleshooting
Compilation of departmental statistics
Arrangement of displays or exhibits
Assist department head and coworkers in planning, organizing, and implementing library services
Limited supervision of clerical staff and/or pages as assigned by the department head
Attend professional meetings at direction or with permission of department head
Special projects and/or other duties as assigned by the department head

QUALIFICATIONS

MLS or equivalent
Commitment to excellent public service
Ability to work as part of a team
Ability to supervise the work of clerical staff, pages, and volunteers
Familiarity with library technologies and the ability to perform basic troubleshooting procedures

PHYSICAL REQUIREMENTS

Light physical effort required in carrying and shelving books, and in performing other typical library functions
Frequent standing, walking, bending, kneeling, reaching, and climbing
Ability to operate a keyboard at an efficient speed
Frequently required to sit and talk or hear
Must occasionally lift and/or move materials weighing up to 30 pounds
Vision and hearing at or correctable to "normal ranges"

APPROVED 9/17/97