

Job Title: Adult Services Librarian (Full-Time)

Position Summary

The Adult Services Librarian plays a pivotal role in shaping dynamic, inclusive, and engaging library services for adults of all ages as well as supervising the circulation desk operations. This position leads the development of innovative programs for adults of all ages, marketing and promotion of library events and services, and provides supervision and support to the circulation desk functions. The Adult Services Librarian collaborates closely with Library leadership to enhance services, strengthen community partnerships, and ensure exceptional patron experiences. Assistance with adult collection development and basic cataloging will also be required as needed.

Essential Duties and Responsibilities

- Supervise circulation desk operations and procedures under the guidance of the Director.
 - Develop, coordinate, and deliver engaging programs for adults of all ages.
 - Promote Library programs through diverse marketing channels by creating graphics and promotional materials for both digital and print distribution.
 - Assist the Director in overseeing the adult collections, including evaluating, selecting and ordering materials.
 - Provides support and service at the circulation desk including assistance to library patrons on the use of technology and office equipment
 - Build and maintain strong relationships with local organizations, institutions, and businesses; represent the Library at community events and coordinate collaborative programming.
 - Support the Director with cataloging Library materials and perform cataloging functions under their direction.
 - Partner with the Library Director to improve services using best practices, data analysis, community feedback, and practical considerations.
 - Collaborate with Allegheny County Library Association and eiNetwork.
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Qualifications

Education & Experience

- Master's Degree in Library and Information Science (MLIS) from an accredited institution is strongly preferred.
- Bachelor's degree plus relevant experience will be also considered.

Knowledge, Skills, and Abilities

- Strong focus on creating connections with library patrons and providing top-notch customer service
 - Demonstrated ability to plan effective library programming.
 - Strong knowledge of contemporary Library Science practices and trends.
 - Proficiency with audiovisual equipment, computer hardware and software, internet research, and online databases.
 - Excellent organizational, planning, and time management skills.
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Compensation

- The Crafton Public Library offers a generous benefits package including paid leave, health insurance, vision and dental benefits, and pension.
 - \$19.00/hour; full time; includes some evenings & weekends
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To Apply

All applicants must be able to provide their Act 34 Criminal Record Check, Act 151 Child Abuse History and FBI Fingerprint Clearance upon offer of employment.

Please send a cover letter and resume detailing relevant experience to Emily Reeder, Library Director, at reedere@craftonlibrary.org before Sunday, April 12.

These statements are intended to describe the general nature and level of work to be performed by the employee and are not to be construed as an exhaustive list of responsibilities, duties and skills required for the position. Furthermore, essential functions may be added or deleted at the discretion of the Library Director.