



Readers' Advisory Librarian

Department: Adult/Teen Department
Reports To: Head of Adult/Teen Services
Classification: Level 5
Non-Exempt

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Patron Assistance

I assist other departments in my capacity as an MLS Librarian by being called upon to help with staffing.

I assist patrons and encourage proper behavior as outlined in the Behavior Guidelines. All departments can ask for my help.

I am assigned to ATD, but I am available and able to go to all library locations to coordinate events, help with training, and to participate in meetings.

I work some weekends and evenings, and can serve as the person in charge on the Chain of Command.

I offer patron services by helping patrons locate materials, including ILL, and find information.

I assist patrons with equipment, both library and patron-owned.

I help resolve issues with patrons and help assure they have good experiences in the library.

I will work up to half my scheduled work week on a public desk, being flexible to accommodate for unusual situations.

Readers' Advisory

I am responsible for encouraging and working with staff and the public to make the written word enticing and highly visible by being an advocate for books and reading.

I focus on creating convenient ways for readers to connect with books they will love.

I devise ways to incorporate input and advice from other frontline staff and coordinate training that will assist them in working with me to achieve our goals.

I will work up to half my scheduled work week on promoting and coaching readers' advisory, being flexible to accommodate for unusual situations.

I provide ways to explore our collection so that my work brings attention to KHCPL materials and holdings and to literary news such as book awards and best-seller lists. Some of the ways I will do this are through social media, blogs, and special cultural and awareness events such as Banned Books Week.

I participate in planning for library operations as they relate to my department and to readers' advisory as a whole.

I will work with selectors in other areas to make sure materials are available for any emphases I plan.

I will work collaboratively with other employees and/or departments to suggest and create projects and events that raise awareness of books and reading, continuing to bring new and fresh ideas to the table.

I will coordinate book discussions by assisting in finding titles that make strong reader connections and good discussion. I will be in charge of scheduling and holding books discussions on a regular basis.

I will chair Howard County Reads and will be responsible for the selection of books to be included in the event as well as coordinating related programming.

Good Relations

I will work with and cooperate with all staff in all departments to keep a friendly and inviting library.

I will strive to provide superior customer service and be a good example of the library, both inside and outside of work.

KNOWLEDGE, SKILLS, AND ABILITIES

- Has an MLS or MSLS from ALA accredited school.
- Is Library Certified at Level 3 or higher.
- Consistently models pleasant and positive behaviors, with excellent interpersonal skills.
- Exhibits strong written and verbal communication.
- Is organized and motivated to be able to plan for events 12 months in advance or more.
- Holds and maintains a valid driver's license with no serious violations.
- Has excellent integrity and demonstrates good moral character and initiative.

WORKING CONDITIONS

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the functions of the job.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms the use hands and finger to handle objects and operate tools, computer, and/or controls.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments or working conditions associated with this job.