Adult Services/Technology Librarian

**Adult Services/Technology Librarian**

**Summary**

The Adult Services/Technology Librarian Interacts directly with library users and is responsible for providing in-depth references services, readers’ advisory services, collection analysis, programming functions, and cataloging of new materials as well as maintaining computers and technology equipment. The Adult Services/Technology Librarian assists patrons with software applications and make recommendations for technology to the Library Director. The Adult Services/Technology Librarian shows library patrons how to use electronic resources and reference tools and assists the Circulation staff in checking materials in and out, registering borrowers, collecting fees, informing patrons of the status of their accounts, and conveying information about library policy

**Essential Duties and Responsibilities**

**Reference and Reader's Advisory:**

* Proactively provides a high level of customer service and assists patrons through various aspects of utilizing the Library, including expert level reference service in person, over the phone, by email, social media, instant messaging, etc.
* Interviews, researches and answers patron questions, by locating appropriate sources of information requiring a knowledge of the content of the collection(s), an ability to generalize and interpret subject content and a thorough understanding of the scope, authority, arrangement and format of various reference tools (digital and print), cataloging rules and systems of bibliographic notation and format.  Demonstrates thorough reference expertise.
* Answers the most challenging questions referred by other reference staff.
* Assists patrons on the selection and interpretation of library materials.

**Library Collection:**

* Participates in material selection by reading and evaluating, reviews, patron requests, and popular trends.
* Makes recommendations for improvements in services and collection.
* Catalogs new books, magazines, DVDs/Blu-Rays, audiobooks and other materials.
* Makes recommendations to withdraw library materials.
* Shelves, reads, and organizes materials collection as needed.
* Repairs books.

**Adult Library Programs:**

* Collects and compiles library usage statistics.
* Creates and maintains displays and bibliographies, writes newsletters, brochures, and book reviews.
* Implements ideas for adult programs including planning, publicizing, and facilitating programs under the guidance of the Library Director.
* Attends workshops, meetings and conferences as appropriate.
* Performs additional duties as assigned.

**Technology Services:**

* Performs regular maintenance on Library computers and equipment.
* Assists patrons using computers including resume development, filling out online job applications, searching the Web, and using a variety of software.
* Oversees the Library Makerspace including maintaining the technology equipment, training patrons to use the technology, and providing assistance to patrons as needed.

**Circulation Desk:**

* Greets, assists, and refers library users according to their needs and uses library automated circulation system to lend materials to library users including checking materials in and out, processing holds, registering borrowers, collecting fees, informing patrons of the status of their accounts, and conveying information about library policy.
* Opens and closes library building and answers telephone.
* Instruct patrons needing help on library computers.
* Processes overdue books, contacting and billing patrons and maintaining records.
* Handles incoming and outgoing mail.
* Assists patrons using library equipment, performing basic maintenance on copiers and computers.

Immediate Supervisor:

Library Director

Job Qualifications:

Ability to give friendly, expert information and reference service to patrons of all ages and walks of life. Possesses sound judgment, initiative, tact and courtesy and can communicate effectively with patrons and staff. Knowledge of library principles, methods, techniques, procedures and reader interests. Pays attention to detail and has the ability to work as a team with a small staff, changing focus to best meet the needs of the patrons. Strong technology skills required with knowledge of networking and Microsoft Office.

Bachelor’s degree required with MLS or MLIS preferred and two years of experience in a public library setting. Must be able to work evenings and Saturdays.

Rumford is situated 30 minutes from the beautiful Bethel ski area and within an hour of Lewiston and Augusta. Rumford has a favorable cost of living, excellent schools, and a friendly, small town community.

**Children’s Library Assistant**

**Duties**

* Supports Children’s Librarian at StoryTime and during annual Summerfest activities.
* Assists Children’s Library users in locating and retrieving Library materials.
* Shelves Children’s Library materials, weeds items, and reads shelves for accuracy.
* Pages items to be sent to other libraries via the Minerva delivery system.
* Assists Children’s Librarian in creating Library displays.
* Assists patrons at public access computers with printing, email instructions, accessing websites, and other tasks.
* Maintains Children’s Library collection including cleaning and fixing damaged items.
* Completes special projects as assigned.
* Assists in seeing that Library rules of conduct are observed by asking Library users to observe rules of conduct that are not being followed, and by informing Library administration when necessary.

Immediate Supervisor:

 Children’s Librarian

 Job Qualifications:

 Experience working with children of all ages. Associate degree preferred.