



JOB DESCRIPTION

POSITION INFORMATION

Title: Adult & Information Services Librarian **Supervisor:** Library Director
Location: Martin Library **Classification:** Full-Time/Exempt
Department: ML IS **Hours:** 40 hours per week
Schedule: Monday – Friday. Occasional evenings and weekends as necessary

GENERAL DESCRIPTION

The Adult & Information Services Librarian is responsible for the day-to-day function of the Information Services department, including the supervision of staff and volunteers.

EDUCATION & EXPERIENCE REQUIREMENTS

- Master's degree in Library Science from an ALA accredited program required.
- Minimum of two years of experience in a library setting.
- Minimum of two years of experience in a supervisory role.
- Current PA Child Abuse Clearance; PA Criminal History Check; FBI Fingerprint Based Record Check; and Mandated Reporter Training Certificate

GENERAL REQUIREMENTS

Excellent written and oral communication skills are required. Candidate must possess a strong aptitude for technology and be able to evaluate and adapt the electronic resources of the Information Services department to the changing needs of the community. Candidate must be able to handle multiple projects concurrently; have the ability to identify and respond to trends in the Information Services department; and have strong problem-solving abilities. The Adult & Information Services Librarian must be a reliable self-starter that can work effectively in a team environment as well as independently. Flexibility and patience are needed to be successful in this position.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally.
- Must be able to push/pull carts weighing up to 120 pounds.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

DUTIES AND RESPONSIBILITIES

- Oversee the day-to-day operations of the Information Services department with assistance from the Coordinator.
- Supervise, evaluate, and train Information Services staff and volunteers.
- Lead the development, coordination, and implementation of new and existing Adult programs and services.
- Work with leadership to position Martin Library and York County Libraries as a highly sought after partner in education and community building.
- Promote and coordinate new and existing library programs and services by building relationships with organizations in the community.
- Collaborate with the Director of Tech Services & Collections and the Collections Librarian to maintain and build the non-fiction collection.
- Responsible for the appearance of the Information Services department, maintaining an attractive and organized work area, including staff areas and public areas.

- Communicate and enforce library policies to staff, patrons, and volunteers.
- Performs customer service tasks as needed.
- Gather, analyze, and report data as needed.
- Serves on committees and attends meetings as requested.
- Performs additional duties and special projects, as directed.

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment.

Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

Benefits Offered, once eligibility periods are met:

- Insurance Benefits: Medical, Dental, Vision, Life & Long-Term Disability
- 401(k) Plan with employer match
- Paid Time Off: Includes Holidays, Vacation, Sick & Personal

York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
