



POSITION DESCRIPTION

2103

Position Title:	Adult Services Librarian	Department:	Library
Pay Grade:	9	FLSA:	Non-Exempt
Date:	June, 2020	Reports To:	Library Director

PURPOSE OF JOB:

The Adult Services Librarian provides services to the general public, with a focus upon serving the community's adults.

SCOPE OF JOB:

The Adult Services Librarian plans and facilitates programming for primarily adults, and recommends material purchases for adults. It is the primary library resource for research and reference services. Administers the MNLink interlibrary loan program and oversees the library's website and social media.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.

Adult Programming and Marketing

- Plan, advertise, conduct and evaluate programs for adults;
- Employ various strategies and methods to market programs to a broad audience, including creating displays and advertisements, writing press releases and maintaining contacts;
- May serve as the liaison to, and perform outreach activities with, community organizations;
- May author grant applications to secure program funding;
- Review and recommend material purchases for adults, in both paper and digital formats;
- Maintains awareness of emerging information and library technologies and demographic trends to ensure the library is contemporary and utilizing best practices.

Research and Reference Assistance

- Performs searches on electronic databases and other digital and non-digital paper media;
- Instructs groups and individuals in the use of the library's research resources, both paper and electronic;
- Instructs and assists library patrons with library computers; assists with patron's personal computer devices; instructs patrons on the use of electronic resources;
- Operates the microfilm machine and assists patrons in its use;
- Attends workshops and trainings in the use of various electronic resources;
- Develops and recommends policy for reference services.

Circulation

- Administers all aspects of the MNLink inter-library loan program; maintains records of items loaned and borrowed; returns materials to proper lending libraries; trains library staff in its use;
- Assists with circulation desk duties as needed; including checks in/ checks out materials at the circulation desk; copies materials for patrons; assists patrons with the online catalog; answers telephones;
- Provides backup duties, in the absence of the Circulation/Technical Services Coordinator, for cataloging and the Plum Creek interlibrary loan resource sharing;

Serves as a representative for the Nobles County Library system.

- Attends staff and other relevant meetings;
- Coordinates and administers book sales as needed;

- Oversees maintenance of the library website and any social media pages;
- Prepares usage reports.

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The job requires a bachelor’s degree in Library and Information Science, or a related field, with a minimum of one year of experience in library services; or any equivalent combination of education, training and experience which provide the requisite knowledge, skills, and abilities for this position. A valid driver’s license is required in order to complete community work and attend occasional local meetings.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

- Experience working with adult patrons;
- Ability to communicate with diverse populations and cultures, including handling unpredictable situations in a manner which represents the Nobles County Library system in a positive fashion;
- Ability to, with minimal guidance, efficiently utilize available time and resources to complete tasks and meet deadlines;
- Ability to cooperate with third party partners to meet goals;
- Proficiency in MS Office suite, including Excel, Word and PowerPoint;
- Previous use of library databases and digital services, including material selection tools;
- Ability to learn and adapt to various hardware, software, and digital platforms associated with library services, including tablets, smart phones, and personal computers;
- Experience with social media platforms;
- Knowledge of the principles and practices of modern librarianship;
- Able to work weekdays, evenings and weekends.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The Adult Service Librarian must be physically able to operate a variety of automated office machines and equipment, including, but not limited to, computer, printer/copier/scanner, telephone, label maker, receipt printer, paper cutter, step stools, calculator/adding machine, audio/visual equipment and library equipment. The Adult Services Librarian must be able to move or carry job related objects or materials and be physically capable of reaching to obtain various books, boxes, tools and equipment, etc. Majority of physical demand requirements are at levels of those for library environment work. Work may include significant handling of materials and frequent light lifting. Bending may be required to shelve books. Requires standing for prolonged periods of time.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



**FULL-TIME EMPLOYEE
ADULT SERVICES LIBRARIAN – LIBRARY**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance and pay evaluation annually.

PAY STEPS (Level 11 Pay Range)

Beginning pay	\$21.77/hour
After 12 more months	\$22.49/hour
After 12 more months	\$23.19/hour
After 12 more months	\$23.90/hour
After 12 more months	\$24.61/hour
After 12 more months	\$25.31/hour
After 12 more months	\$26.02/hour
After 12 more months	\$26.73/hour
After 12 more months	\$27.44/hour

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period on employment is 6 calendar months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Accumulated rate	Maximum Annual Accrual
1 st year of employment	6.155%	128 Hours
2 - 5 years	7.693%	160 Hours
6 - 10 years	9.234%	192 Hours
11 - 15 years	10.770%	224 Hours
16 - 20 years	12.309%	256 Hours
21 or more years	13.847%	288 Hours

HOLIDAYS

There are 10 paid holidays per year:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
	Christmas Day	

PENSION

Public Employee's Retirement Association:

6.50% of the employee's gross income; 7.50% county contribution

Social Security:

7.65% of the employee's gross income; 7.65% county contribution

UNION

This is a bargaining unit position. After one month of employment, you must decide whether or not to join the union, and if so you will pay union dues.

2020 INSURANCE

< **Health insurance** is offered through Public Employees Insurance Program referred to as PEIP.

Employees can choose from three networks and three benefit plans.

< **Dental Insurance** pays 50% of costs, less a \$25 deductible and a maximum annual benefit of \$500.

< **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

2020 employee coverage cost:

(Rates include single dental and life insurance)

HEALTH INSURANCE	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
Advantage Plan – VEBA	\$92.43	\$767.51	\$680.43	\$957.07
Value Plan – VEBA	\$41.20	\$644.55	\$572.86	\$820.10
HSA Compatible Plan – VEBA or HSA	\$0.00	\$401.96	\$360.63	\$549.88

- Notes:**
1. The above table reflects the employee cost based on 24 pay periods after the \$1,000/month county contribution has been applied.
 2. The \$1,000/month county contribution includes a monthly contribution to the VEBA or HSA account of \$200.00 for Single coverage or Single+Spouse or \$315.50 for Family or Single+Children coverage.
 3. Part-time benefits are pro-rated
 4. Full-Time Employees are required to take Health, Dental & Life Insurance
 5. Family Dental is available for \$21.14/24 pay periods.
 6. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.