



Washington Free Public Library
Director, Debbie Stanton
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115 W. Washington St.
Washington, IA 52353
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Job Title: Librarian – Adult Services

Mission Statement: Washington Free Public library believes in the freedom to read and learn, and the freedom to compare and express ideas. WFPL strives to provide educational, cultural and social enrichment for all residents of the city of Washington and surrounding areas.

Shared Job Duties:

- Open and close the library when scheduled
- Loan library materials to patrons and collect returned materials
- Organize and maintain library materials
- Register new patrons and issue library cards
- Answer patrons' questions and help them find library resources
- Maintain and troubleshoot problems with library equipment including computers, photocopiers, and audiovisual equipment
- Process interlibrary loan materials when Technical Services Librarian is absent
- Reserve meeting rooms for the public
- Help train staff and volunteers and supervise their work
- Communicate effectively with supervisor, peers, and subordinates
- Keep up-to-date with technology and apply new knowledge to your job
- Follow policies and procedures and look for ways to streamline operations
- Analyze information and evaluate results to choose the best solution and solve problems
- Develop constructive and cooperative working relationships, and maintain them over time
- Develop specific goals and plans to prioritize, organize, and accomplish work
- Develop general library science skills
- Other duties as assigned

Specialized Duties:

- Manage adult Readers Advisory
- Maintain file/survey of patron reading interests
- Create passive Readers Advisory resources
- Deliver library materials to the homebound and to local retirement communities
- Help plan and implement programs for adults, including in-library and outreach
- Organize and run a Summer Reading Program for adults
- Market and promote all adult programs including through social media
- Maintain schedule of all programs and print regular program calendars
- Maintain e-newsletter and/or events list
- Manage Adult Fiction, Adult Non-Fiction, Large Print, and Adult A/V Collection Development
- Maintain Digital Collection and Services pages on website
- Train staff, volunteers, and the public on digital collection
- Implement and train staff and volunteers on front desk procedures
- Facilitate displays in gallery and cases, including finding potential community displays

Skills/Qualifications:

- Able to interact with all library patrons in a friendly, polite, and helpful manner
- Able to appreciate and respect the diversity of peers, volunteers, and patrons
- Able to create and maintain strong relationships with community partners
- Able to manage and prevent conflict, and remain calm and collected during crises
- Able to understand the library's organizational systems
- Able to communicate clearly with patrons, peers, and supervisor
- Able to follow library policies and procedures
- Able to count change and handle money
- Able to work with computer applications, hardware, and software
- Able to work with and troubleshoot technology equipment

Work Environment: Work may require bending or stretching to reach shelves. Generally work is indoors, with some time spent at desks or computer terminals. Requires long stretches of activity where rest may not be possible. Some lifting of boxes of 40+ lbs.

Work Schedule: Requires weekend hours (rotating Saturdays). May require evening hours.

Education and Experience: Combination of experience, education, and training that provides the required knowledge, skills, and abilities, and is equivalent to a Master Degree in Library Science preferred. Ability to get Public Library Staff Certification from the State Library of Iowa required.

Standards: Standards from the *Competency Index for the Library Field* by WebJunction – “Public Services Competencies for Adult and Older Adult Services”
https://www.webjunction.org/documents/webjunction/Competency_Index_for_the_Library_Field.html

Starting Pay Range: \$12.50-\$15.50 per hour depending on experience and education