



City of Washington
Department: Washington Free Public Library
JOB TITLE: Librarian – Adult Services

Job Summary: Plans, implements and evaluates library services and programming for adults including selecting and maintaining library collections and providing reference and reader's advisory assistance.

Qualifications: Combination of experience, education, and training that provides the required knowledge, skills, and abilities, or the equivalent of a Master Degree in Library Science is preferred. Ability to get Public Library Staff Certification from the State Library of Iowa within one year of hire date is required.

Shared Job Duties:

- Open and close the library when scheduled
- Assists patrons with library account maintenance (check out, placing holds, fines, etc.)
- 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
- 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 services
- Maintain current knowledge of adult 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 facilitate 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
- Process interlibrary loan requests
- Develop programming and assist adult patrons with using equipment in the Library's MakeIT Place



City of Washington
Department: Washington Free Public Library
JOB TITLE: Librarian – Adult Services

- Manage Adult Fiction (both print and audiobook) and Large Print collections.
- Train staff, volunteers, and the public on digital collection
- Facilitate displays in gallery and cases, including finding potential community displays

Knowledge, Skills & Abilities:

- Knowledge the principles and practices of public library services for adults
- Knowledge of public library organizational and operational systems such as programming, outreach, reader's advisory techniques and reference services.
- Knowledge of personal computer applications, hardware, and software
- Knowledge of customer service principles and processes
- Skill at communicating clearly with patrons, peers, and supervisor
- Skill at utilizing the Library's integrated library system to provide service to library patrons and to effectively manage library collection inventory
- Skill at counting change and handling money
- Skill at working with and troubleshooting technology equipment
- Skill at developing creative and unique programs through community input
- Skill at engaging young patrons and creating a welcoming environment for youth
- Skill at creating and maintaining strong relationships with community partners
- Able to manage and prevent conflict, and remain calm and collected during crises
- Able to manage time wisely and prioritize effectively to complete assignments on time
- 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 follow library policies and procedures
- Ability to speak/read Spanish is helpful

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.

Starting Pay Range: \$21.56 – \$25.33 per hour depending on experience and education

Classification: Regular Fulltime, non-exempt.

Last update: 9/10/2026