

# Adult Services Librarian

Hartford City Public Library, Hartford City IN

**Position:** Adult Services Librarian

**Department:** Adult Services Department

**Hours:** Full-Time (34 - 40 hours/week), Non-Exempt

**Pay:** \$16.84 - \$23.57 / hour based on previous library or other relevant experience

**Benefits:** Health Insurance, Vision Insurance, Public Employee Retirement Fund(PERF), Paid Time Off (PTO)

**Start Date:** 6/2/25

## Requirements:

- HS/GED/equivalent+
- Willingness to obtain Public Librarian Certification Level 6 (LC6) in 3 years and complete continuing education credits to maintain it (75 LEUs every 5 years)  
([h ttps://continuinged.isl.in.gov/certification/](https://continuinged.isl.in.gov/certification/))
  - Continued employment is contingent upon all required certificates being maintained in active status without suspension or revocation.
- Willingness to work the following schedules:

### **6/2/25 - 6/28/25 (35 - 40 hours/week) :**

- 9 am - 5 pm Monday & Wednesday (1/2-hour unpaid lunch)

- 9:30 am - 5:30 pm Tuesday & Thursday (1/2-hour unpaid lunch)

- 9 am - 2 pm Friday June 6 & 13

- 9 am - 2 pm Saturday June 21 & 28 for training

### **Starting 6/30/25 (34 - 40 hours/week) :**

- 9 am - 6 pm Monday - Thursday (1/2-hour unpaid lunch)

- 9 am - 2 pm Friday (as needed)

- 9 am - 2 pm at least one Saturday per month

**General Summary of Position:**

This position includes programming, collection development, and informational reference assistance for adults and young adults. Other duties include assisting in the management of the library in the absence of the Director and coordinating with the rest of the library team.

**Primary Duties:**

- Greet patrons in a friendly manner and provide good customer service to library users.
- Answer main switchboard and handle circulation inquiries.
- Assist patrons in account registration and renewal.
- Assists with use of library resources such as online accounts, searching library catalog, requesting materials from other libraries, ebooks, etc.
- Checks materials in and out; re-shelving of materials.
- May be responsible for one or more of the following: claims returned, refunds, damaged materials, missing parts, lost materials, supply orders.
- Monitors patrons in the library and reminds them of library policies as required to ensure that the resources of the library are fully accessible to all patrons.
- Searches standard reference materials, including online sources and the internet, to answer patrons' reference questions, and provide readers advisory services.
- Monitors the library public computers, copiers, and associated resources and assists patrons with questions and inquiries.
- Supports the library experience by tidying the library and readying it at opening and closing.
- Collection development and processing for adult and young adult collections.
- Collection management for entire adult and young adult collections, including weeding and repairs.
- Works with Director on planning, scheduling, and promoting adult programming, including an annual Summer Reading program.
- Coordinates outreach to local assisted living facilities, nursing homes, homebound individuals, etc.

- Submits monthly report of programs and attendance to Director.
- Participates in professional organizations, conferences, continuing education seminars and/or webinars to keep up-to-date on professional library practices as they relate to the library and re/certification guidelines and deadlines.

**Secondary Duties:**

- Follows library policies and procedures, including patron confidentiality.
- Knows how to use a variety of necessary library equipment (laminators, scanners, microfilm reader).
- Provides backup for Interlibrary Loan & Evergreen Indiana Resource Sharing staff.
- Works one Saturday per month, 9 am - 2 pm.
- Performs other duties as assigned by the Director.

**Skills Required:**

- Knowledge of the principles of good customer service and effective public relations.
- Interpersonal and communication skills necessary to interact and deal tactfully with the library team and the public.
- Can work successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.
- Uses tact, discretion, and prudence in working with those contacted in the course of the work.
- Ability to deal with disturbances and problem users.
- Can carry out emergency procedures in a calm manner when necessary.
- Contributes effectively to the accomplishment of library team goals, objectives, and activities.
- Ability to learn new tasks and adapt to a changing work-flow.
- Broad knowledge of using Evergreen Indiana, web-based programs, and reading apps on devices.
- Ability to work independently.
- Above average computer skills, including word processing, spreadsheets, and specialty software such as Canva; basic internet search capabilities.

**Useful Skills:**

- Creative problem-solving
- Pattern recognition
- Ability to detect errors
- Strong recall of information and facts
- Ability to excel at work that is routine or repetitive

**Physical Demands:**

- Ability to accurately read numbers and letters both in print and on screen.
- Ability to speak and hear the spoken word.
- Hand/eye coordination necessary to operate computers and office equipment.
- Ability to retrieve materials from shelves 6' high and stoop to retrieve materials from shelving close to the floor.
- Ability to lift and/or move up to 20 lbs. and to manipulate loaded book carts and bins.
- Ability to work a varied schedule including day and weekend hours.

**Working Conditions:**

Normal office-type environment with minor discomfort due to heat, cold, dust, noise etc.

Occasional travel to community locations for programs or training outside of town.

**Disclaimer:**

This job description is not exhaustive. The public library is always adapting its services to the needs of the community and adopting new technology.

If you have made it this far, congratulations!

Send your cover letter and resume to [director@hartfordcity.lib.in.us](mailto:director@hartfordcity.lib.in.us) .

For your cover letter, briefly introduce yourself and tell me the title of the last book you read or the one you are currently reading (audiobooks and comic books count). Just keep it simple.