



## Lower Merion Township Head Adult Services Librarian (2 Positions)

<b>SALARY</b>	\$75,494.00 Annually	<b>LOCATION</b>	Lower Merion Library System - Multiple Locations
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	24-00029
<b>DEPARTMENT</b>	Libraries	<b>OPENING DATE</b>	04/26/2024
<b>HOURS</b>	37.5-hour workweek – Two evenings each week and rotating Saturdays.	<b>SALARY SCHEDULE AND RANGE</b>	Schedule FLS Range 10
<b>SELECTION CRITERIA</b>	Based on education, work experience, merit, training, employee record, testing and interview.		

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### Summary

**NOTE: The following libraries are accepting Head Adult Services Librarian applications:**

- **Bala Cynwyd Library**
- **Ludington Library**

This position is responsible for the supervision of direct patron service in a department of one of our libraries.

The Head Adult Services Librarian works to connect our neighbors to information, research, programs, and collections through active, personalized engagement, ensuring that our in-person, virtual, and research services are of the highest quality. The position is responsible for supervision of the Reference and Adult Services Department of one of our libraries and for the provision of information services to the public. Duties include responsibility for the Department's functions, including maintaining up-to-date information resources and developing adult programs of interest to the community, both online and in-person. This position also has the responsibility for making difficult professional level library decisions related to the operations of the Department. The work requires that the employee have considerable knowledge, skill and ability in current trends in public library services, technology, and programming.

Works under the direction of the Head Librarian.

### Duties

Supervises the daily operation of the Reference and Adult Services Department, including scheduling.

Participates in management meetings at both the system and local level.

Provides information services, reader's advisory, public computer and technology assistance to the general public.

Directs a department which answers reference questions in person, by telephone and online via email and chat.

Reviews and recommends the selection of materials and technology for the Department.

Trains and supervises employees to assist the public in the use of information sources, including web-based apps and other online library resources.

Trains and supervises employees to promote and instruct patrons how to operate the library's catalog and self-check systems.

Trains and supervises employees to promote and assist patrons in the use of downloadable audio, e-books and other digital resources.

Supervises the library volunteer program for their library.

Significant financial responsibilities including fund drive receipts management, monies deposit and record keeping.

Trains, supervises and contributes to the professional development of the Reference and Adult Services staff.

Assigns and oversees work. Conducts performance evaluations.

May assist in drafting Department's budget and controlling expenditures within fund allocations.

Holds regular meetings to communicate library procedures and goals.

Assists in planning system-wide staff development programs.

Promotes library services to all parts of our community, including through the use of social media.

Creates and promotes innovative and engaging library services and programs.

Coordinates Department operations with other functions of the library.

Participates in collection maintenance functions.

Represents the library at professional meetings, particularly where they relate to Reference and Adult Services.

Provides basic service desk functions while assisting patrons, such as issuing library cards, checking items in/out, placing reserves, receiving fines and fees.

Assumes in-charge status in absence of the Head Librarian, including cash management.

Contributes to Library System's long range planning process.

Performs related work, projects and tasks as required and assigned by the Head Librarian.

## **Qualifications**

Master's degree in library science from an ALA accredited program and accreditation or eligibility to be accredited as a public librarian in the Commonwealth of Pennsylvania, plus three years of progressively responsible library experience including at least two years of experience in adult public library service with significant exposure to technology needs, services, and programs.

Supervisory experience preferred.

Experience using Microsoft Office.

Strong knowledge of current principles and practices of adult library services and programs.

Strong knowledge of online searching and facility with technology as related to library services.

Excellent communication, interpersonal and customer-service skills.

Considerable ability to supervise, train and evaluate library employees.

Considerable ability to deal with the public using courtesy and tact.

Considerable ability to perform multiple duties in a fast-paced environment.

Strong ability to demonstrate information search strategies as well as basic computer skills to patrons of all backgrounds.

Knowledge and background in data privacy in a public library setting.

Ability to troubleshoot hardware and software.

Ability to establish and maintain effective working relationships with supervisors, staff, and the general public.

Delegates or oversees Interlibrary Loan Requests for their assigned library.

Assists in entry of adult book orders.

Ability to successfully pass and maintain the following background checks: (1) Pennsylvania State Police Criminal Background Check, (2) Pennsylvania Child Abuse History Certification, and (3) FBI Criminal Background Check through the PA Department of Human Services.

## **Physical Requirements**

Ability to sit for a minimum of 4 up to 8 hours, stand and/or walk for a minimum of 2 up to 4 hours per workday.

Ability to bend/stoop, squat, kneel, reach above shoulder level, lift, push and pull up to 40% of the workday for material manipulation.

Ability to lift and carry up to 34 pounds of materials up to 10% of the workday, lift and carry up to 24 pounds of materials up to 20% of the workday, and lift and carry up to 10 pounds of materials up to 50% of the workday.

Ability to repetitively grasp, lift and carry materials and objects.

Ability to repetitively perform fine motor manipulations including typing and writing.

Ability to view a computer monitor for up to 80% of the workday.

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**Agency**

Lower Merion Township

**Address**

75 E. Lancaster Ave

Ardmore, Pennsylvania, 19003

**Phone**

610-645-6120

**Website**

<http://www.lowermerion.org>

## Head Adult Services Librarian (2 Positions) Supplemental Questionnaire

**\*QUESTION 1**

**Do you hold a Master's degree in Library Science?**

- Yes  
 No

**\*QUESTION 2**

**How many years of progressively responsible library experience do you have?**

- None  
 Less than three years  
 Three to five years  
 Five to ten years  
 Ten years or more

**\*QUESTION 3**

**How many years of experience in adult public library service with significant exposure to technology needs, services, and programs do you have?**

- None  
 Less than three years  
 Three to five years  
 Five to ten years  
 Ten or more years

**\*QUESTION 4**

**How many years of experience do you have in a supervisory capacity?**

- None  
 Less than two years

- Two to five years
- Five to ten years
- Ten or more years

**\*QUESTION 5**

**The schedule for this position includes two evenings each week and rotating Saturdays. Please confirm that you are available to work this schedule.**

- Yes
- No

**\*QUESTION 6**

**Which library are you applying for?**

- Bala Cynwyd Library
- Ludington Library

**\* Required Question**