

**JOB ANNOUNCEMENT**  
**CITY OF CARROLL: CARROLL PUBLIC LIBRARY**  
**FULL-TIME ADULT SERVICES LIBRARIAN**

**Job Title:** Adult Services Librarian

**Hours of Work:** Full-Time, Union

**FLSA Status:** Non-exempt

**Reports to:** Library Director

**Supervision Exercised:** None

**Position Type:** Full-time (40 hours a week) with regular evening and weekend hours.

**Hourly Wage:** \$17.93 - \$23.59

**Job Summary:** The Carroll Public Library is taking applications for a responsible, customer-focused, and organized Adult Services Librarian. Carroll is a rural hub located in west central Iowa, approximately an hour and a half northwest of Des Moines. The library's service population totals nearly 16,000 citizens from the city of Carroll, seven area towns, as well as the rural population of Carroll County. The Carroll Public Library opened their new library building in 2020 with a Makers Space, story time room, social stairs, and many other modern library amenities.

The primary responsibilities of the Adult Services Librarian position include coordinating adult book clubs, collection development, and managing the library's interlibrary loan and Open Access program.

**Essential Job Functions:**

- Coordinates, promotes, and implements the adult book club.
- Manages the Interlibrary Loan and Open Access program.
- Assists in collection development by processing incoming materials and weeding.
- Manages the wayfinding signage for the library's collection.
- Compiles statistics and reports as directed.
- Proficiently answers reference, research, and readers' advisory questions with tact and diplomacy for patrons.
- Proficiently trains patrons in the use of online catalog, online resources, and technology.
- Proficiently handles all circulation functions of the library integrated system including log-in, check-in, check-out, placing holds and trace functions, collecting fines, searching the patron database, patron registration and issuing library cards.
- Participates in continuing education to keep informed of developing library practices and issues, as directed by supervisor.
- Planning and implementing programming as needed in accordance with the strategic plan.
- Performs shared job tasks: running reserve list, contacting patrons, opening/closing procedures, processing incoming mail, periodicals, and newspapers.
- Performs other duties or assumes other responsibilities as apparent or assigned.

**Physical Demands:**

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to finger and grasp, handle, feel or operate objects, tools, or controls to talk or hear.
- The employee is occasionally required to climb, balance, stoop, and crouch.
- Hand-eye coordination necessary to operate computers and various office equipment.
- The employee must occasionally lift and/or move up to 40 pounds. Chairs and tables will need to be moved for various activities.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Occasionally exposed to outdoor weather activities.
- Valid driver's license to attend off-site meetings.
- Overnight travel for conferences.

#### **Knowledge, Skills, and Ability:**

- Knowledge of the principles and practices of public library functions.
- Knowledge of a broad range of library reference and readers' advisory materials.
- Knowledge of library policies and procedures.
- Skill in using current and emerging library technology and automated systems.
- Skill in training patrons to use library resources.
- Ability to work in a team environment.
- Ability to serve the public in a positive manner.
- Ability to establish and maintain effective working relationships with others.
- Ability to improve the effectiveness and efficiency of all library operations with positive and creative approaches to challenges.
- Ability to provide outstanding internal and external customer service using excellent oral and written communications.

#### **Experience and Training:**

- High School Diploma or General Education Development (GED) is required. A bachelor's degree in any applicable field and/or Master's Degree in Library and Information Science is preferred.
- Excellent customer service skills with patrons of all ages is required.
- Must know how to use Online Public Access Catalog, electronic resources, and other information technology sources to meet typical library needs or be able to become proficient at these resources within the first 60 days on the job.

#### **Application Information**

Please submit resume, cover letter, and City of Carroll application in person at the library, email to [info@carroll-library.org](mailto:info@carroll-library.org), or send by mail to the address below. Applications are available online at <https://www.cityofcarroll.com> under the Government tab, then City Careers or at the Carroll Public Library circulation desk.

**Phone:** 712-792-3432

**Mailing Address:** 118 E. 5<sup>th</sup> Street, Carroll, IA 51401

Applications must be received by 5:00 pm on Friday, December 22, 2023.

Position is open until filled. EEO/AA employer.