Title: Adult Services Librarian II

FLSA: Regular Full-time, Non-Exempt, up to 40 hours per week

UPDATED: 05/2026

Job Summary:
Under direct supervision of the Library Director, this position plans, implements, and maintains library services for adults. This position focuses on development of the Adult Services department, the adult collections, and adult reference responsibilities. This position performs front line tasks related to circulation of library materials and patron customer service including, but not limited to, readers' advisory and helping patrons locate library materials. The position provides consistent, courteous and sincere customer service to patrons and library staff at all times. Must be able to work nights and weekends.

Qualifications
A bachelor's degree with courses/experience work in library science or a minimum of 4 years relevant work experience. State Library general staff endorsement must be received within 3 years of hire and must be maintained.

Essential Functions:
Examples of Essential Job Functions:

- Plans, organizes, and implements services, programs, and events intended for adults in the community.
- Coordinates home delivery of materials.
- Manages the adult collections by reviewing, selecting, ordering, weeding, and maintaining all of the adult services materials.
- Manages and oversees the Interlibrary Loan System.
- Works with suppliers and orders materials as needed within set budget.
- Participates in circulation tasks, including desk coverage, shelving, opening and closing routines, and other tasks.
- Assists patrons in reference requests and reader's advisory.
- Assists patrons with the online catalog, electronic resources, personal and network computer operations, including but not limited to Microsoft Office programs, and the Internet.
- Keeps updated on trends and technology.
- Catalogs materials for adults and all ages, both print and non-print.
- Maintains a pleasant, inviting environment in the library.
- Attends continuing education courses as required, assigned, or requested.
- Performs other duties as assigned.

Knowledges, skills, abilities and personal characteristics:

- Demonstrates knowledge of reading trends, popularity trends for movies, television, books, and other media.
- Knowledge and appreciation of literature, computer resources, and other materials.
- Knowledge of reference materials and other library resources which may serve the community.
- Must be able to conduct programs with sensitivity to the various needs of the audience.
- Thorough knowledge of the principles and practices of public library functions.
- Ability to establish and maintain effective working relationships with superiors, co-workers, officials of other agencies and the general public.
- Ability to understand and follow verbal and written instructions.
- Enjoy working with the public.
- Ability to solve a wide range of intellectual and practical problems.
- Must be an effective and capable communicator, both in print and speech.

Working conditions:

- Must be able to sit and/or stand for long periods through the work day.
- Climbing, pulling, kneeling, stooping, crawling, crouching, feeling, standing, reaching, hearing, pushing, walking, balancing, lifting, grasping, talking, and repetitive motion is required on a regular basis.
- Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso necessary to carry out duties. These include, but are not limited to, moving furniture and locating and obtaining information and materials throughout the library in a wide variety of sizes and shapes and operation of various computers and office equipment.
- Must be able to pay close attention to details and concentrate on work with frequent interruptions.
- Visual and aural perception must be sufficient to operate a variety of office equipment and to communicate effectively with members of the public.
- Must occasionally lift and/or move up to 40 pounds, such as armload of books, tables, or chairs and ability to push loaded book carts or table/chair carts weighing up to 300 pounds on tile and carpeted surfaces.
- Position requires exposure to inside environmental conditions.

Compensation:

- Salary begins at $20.00 per hour.
- The full-time position includes health insurance, paid holidays, vacation, sick leave, and IPERS.

DISCLAIMER:
All duties and requirements in this job description have been determined by the employer to be essential job functions. As such, they are representative of the functions that are necessary for successful job performance but may not reflect the only duties performed. Employees will be required to perform other job-related duties when it can be reasonable implied that such duties do not fundamentally change the purpose, character, or intent of the job.

The City of Atlantic is an EOE and ADA compliant and inclusive employer.

REASONABLE ACCOMODATIONS:
Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination, and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

_____ _____
Employee Signature Date

_____ _____
Witness Signature Date