

Adult Services & Outreach Librarian Fact Sheet

Grade/Classification: Non-exempt hourly professional; full-time, 40-hours per week that includes evenings and Saturdays. 6-month trial period and performance reviews conducted at 6-months and annually thereafter. Annual pay increases based on performance.

Hiring Wage: \$22.43 per hour

Benefits: Includes paid vacation and sick time after 6-month trial period is successfully completed. Employees enjoy a schedule of paid holidays throughout the year. This position includes health insurance and retirement benefits.

Job Summary: The Adult Services & Outreach Librarian plans and implements adult programming and outreach services to the community, under the direction of the Head of Adult Services and Outreach. Provides assistance to the public for their information needs, including the usage of digital and electronic services. Assists in collection maintenance and selection of the adult collections. Significant interaction with the public. Represents the library in the community; provides individualized home-based services/delivery as assigned and as time and resources allow.

Schedule (subject to change):

Monday, 8:30 a.m.-5:00 p.m.
Tuesday, 12:00-8:00 p.m.
Wednesday, 8:30 a.m.-5:00 p.m.
Thursday, 8:00 a.m.-5:00 p.m.
Friday, 8:30 a.m.-5:00 p.m.

Every third Saturday:

Monday, off
Tuesday, 10:30-8:00 p.m.
Wednesday, 8:00 a.m.-5:00 p.m.
Thursday, 8:00 a.m.-5:00 p.m.
Friday, 8:00 a.m.-5:00 p.m.
Saturday, 8:00 a.m.-2:00 p.m.

(January 27, 2022)