



**CITY OF VESTAVIA HILLS**  
**Vestavia Hills Library in the Forest**  
**POSITION VACANCY— FULL TIME ADULT**  
**SERVICES LIBRARY ASSISTANT**

**DESCRIPTION**

Work is performed in the Adult Services Department under the general supervision of the Adult Services Librarian, with latitude for independent judgment within established guidelines. This position requires judgment based on knowledge of procedures and policy learned under direct supervision by the Adult Services Librarian. Work includes program planning and implementation; answering reference questions; assisting patrons with computer use, printing, and scanning; readers' advisory; assisting with development and maintenance of adult collections; creating and maintaining displays; creating promotional materials, coordinating and supervising volunteers, and implementing community outreach programs.

**EXAMPLES OF WORK**

- Provides service desk coverage which includes reference assistance and reader's advisory, using a variety of print and online resources.
- Assists with all facets of collection management to include merchandising, evaluating specific collections, selecting and purchasing materials, retention, and deselecting.
- Assists in planning, coordinating, budgeting, and implementing innovative programming for adults of all ages including virtual, outreach, and community partnerships.
- Develops and prepares materials for promoting library collections, programs and services.
- Responsible for the development and maintenance of resources related to the Library's web presence by providing updated material, links and information pertaining to Adult Services.
- Serves on local committees, participates in staff development activities and attends workshops.
- Prepares various departmental reports, statistics, documents and correspondence.
- Coordinates and trains volunteers and interns in library policies and procedures.
- Assists patrons with use of digital services such as Kanopy, Libby, and Hoopla.
- Manages the Adult Services Department in the absence of the Adult Services Librarian.
- Other duties as assigned.

## **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

- Mastery of social media technology and emerging trends.
- Knowledge of, and experience with, WordPress, various Mac and PC software applications, online databases, online searching, and desktop publishing software.
- Competency in public speaking.
- Ability to be flexible, responsive, collaborative, and self-directed.
- Superior oral and written communication and listening skills to effectively interact with all age levels and cultural and socioeconomic backgrounds. Must be able to handle irate patrons in a diplomatic manner.
- Ability to manage time efficiently, handling multiple tasks and interruptions.
- Experience in planning and implementing programs preferred.
- Ability to stoop, stretch and climb to retrieve and/or shelve materials and conduct programs. Ability to stand for extended periods of time and visual ability to read a computer screen and perform various detailed tasks. Must be able to lift and carry up to twenty-five pounds and push a book truck with 150 pounds of weight.

## **EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited college or university required with two to three years of progressive, responsible library experience preferred.

## **HOURS AND SALARY**

The position is Grade 7, Step 1, with a starting salary of \$ 39,831.43. Applicant must be available to work 40 hours weekly including nights and weekends. Employee may be required to adapt to future schedule changes depending on library needs. Excellent benefits package.

## **TO APPLY**

Submit resume, an official college transcript, and completed application to Terri Leslie at [terri.leslie@vestavialibrary.org](mailto:terri.leslie@vestavialibrary.org). Applications are available via our website at [vestavialibrary.org/employment](http://vestavialibrary.org/employment). Deadline for submission is Friday, March 12, at 5:00pm. Qualified applicants may be contacted for an interview. Position available immediately. No phone calls.