

Fayetteville Public Library
Librarian I, Adult Services (Part-Time)

The Fayetteville Public Library, in scenic NW Arkansas, is seeking an innovative and collaborative librarian to develop and support customer-oriented library services.

Picture yourself in the 2005 “Library of the Year” located in a charming college town listed as a “best place to live” 2 years in a row by US News & World Report. Join our dream team, where imagination, creativity, and knowledge are rewarded. We seek a vibrant, innovative individual who will help us take our adult services to the next level as we undertake an 80,000 square foot expansion. Flexibility, excellent customer service, and the ability to have fun required. Spanish language fluency a plus.

The Fayetteville Public Library (FPL) was established in 1916 and has served this city for 100 years. Its mission is to “strengthen our community and empower our citizens through free and public access to knowledge”. In October 2004, Fayetteville Public Library opened its downtown location, and FPL’s 88,000 square-foot Blair Library was voted Library Journal's 2005 Library of the Year. In 2006, it was awarded a LEED Silver-NC rating from the U.S. Green Building Council and was the first registered building of its kind in Arkansas.

The Library serves its diverse community without regard to age, race, gender, ethnicity or income. It is open seven days (64 hours) a week and provides online access 24 hours a day. On average, 185 people visit the library each hour and, in 2016, 72,149 people attended 1,546 programs, including the largest Summer Reading program in Arkansas. The library has over 90,000 registered cardholders who borrowed nearly 1,200,000 items in 2016.

GENERAL DESCRIPTION OF POSITION

Provide professional reference assistance and exceptional customer service to the general public. Coordinate one or more specialized adult services work activities. Develop and deliver library collections, programs and services that reflect a wide spectrum of ideas and viewpoints, mirroring diverse and growing community needs.

All Library positions require customer-focused service to both internal and external customers, flexibility, teamwork, reliable attendance and compliance with all applicable local, state, and federal laws.

This position is part-time at 20 hours/week with evening and weekend hours required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide advanced research assistance, readers’ advisory, technical assistance and excellent frontline customer service.
2. Create, develop, implement and evaluate multiple high-quality, adult programs, including a multi-week summer reading program for adults and a literary festival involving community partners. Participate in management of \$50,000+ annual departmental programming budget, and with department offer approximately 200 diverse programs annually.
3. Select and purchase materials for assigned library collections. Monitor and manage a print and electronic materials budget of approximately \$50,000 annually, ensuring collection purchases are balanced, relevant and responsive to community needs.
4. Evaluate existing collections for relevance and community interests, decommissioning materials on a regular schedule.
5. Oversee and administer one or more specialized Adult Services work activities, including but not limited to Digital Archive, Student Proctoring, Homebound Services, Interlibrary Loan Services,

Nonprofit Resource Center, Genealogy and Website Maintenance.

6. Speak, instruct and/or perform in front of library and outreach audiences of all ages. In general, promote library use in the community.
7. Manage web content proficiently with appropriate tools.
8. Monitor the work for departmental volunteers. Provide assistance to colleagues.
9. Pursue professional development, which may include travel, to keep informed of current and emerging library trends.

SECONDARY DUTIES AND RESPONSIBILITIES

1. Serve as manager-in-charge of the Adult Services Department and/or the facility as necessary.
2. Staff other public service desks as assigned.
3. Research and develop grant proposals to enhance and expand library services.
4. Create print and web bibliographies, user guides and displays spotlighting library collections, services and programs.
5. Serve on and/or chair library committees as requested.
6. Assume personal responsibility for the building's condition and solve minor issues and problems as they arise.
7. Perform any other related duties as required or assigned.

EDUCATION AND EXPERIENCE

Graduate degree (MLS, MLIS, MBA, MA, etc.) plus 1 year related experience and/or training.

Applicants enrolled in ALA-accredited MLS/MLIS degree programs may be considered. Or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

MLS/MLIS from an ALA-accredited program; or a master's degree in a related field; or a bachelor's degree plus concurrent enrollment in an ALA-accredited MLS/MLIS degree program and at least 1 year experience working in a library or educational setting; or commensurate education and experience.

Valid Driver's License

SOFTWARE SKILLS REQUIRED

Intermediate: Database/Integrated Library System Software, Word Processing/Typing, Presentation / PowerPoint

Basic: Content Management, Spreadsheet/Excel

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, talk or hear; frequently required to reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and color vision.

ADDITIONAL INFORMATION

Other Skills and Abilities:

1. Ability to work some evenings and weekends.

2. Creativity and awareness of community needs to design and implement library services.
3. Strong organizational and time management skills.
4. Work both independently and as an effective and valued team member.
5. Work under pressure on multiple projects with frequent interruptions and tight deadlines.

WORK ENVIRONMENT & CONDITIONS

Ability to tolerate moderate noise that comes from an office environment with typical HVAC performance, constant visitors, telephone calls, computers, and printers; ability to tolerate increased noise during library programs. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

TO APPLY:

Send application, cover letter, and resume to Sharon Daniel:

401 W. Mountain Street
Fayetteville, AR 72701
sdaniel@faylib.org

Position is open until filled.