

**JOB TITLE:** Adult Services Specialist, Watauga County Public Library

**STARTING SALARY:** \$26,561.60 plus excellent benefits package

40 hours per week; two nights per week on a regular basis and occasionally more when needed for programs or events and every other Saturday

**STATEMENT OF DUTIES AND RESPONSIBILITIES**

An employee in this position assists the Adult Services Manager in planning, organizing, promoting, and directing the public library's program of services for adults in the county. Duties assigned may include adult programming, publicity, exhibits, computer training of library users, and collection development. The position involves daily work at the public service desk, assisting library patrons with computers, finding books and other materials, and other inquiries.

**EXAMPLES OF WORK**

Answers reference and readers' advisory questions; responsible for collection development of selected subject area(s) in the Adult Services Department as assigned by the Adult Services Manager; plans, develops, and implements special projects for the Adult Services Department as assigned by the Adult Services Manager; schedules, plans, and promotes programs for the Adult Services Department as assigned by the Adult Services Manager; and performs circulation functions as needed; gives individual computer help and instruction on a regular basis.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to deal tactfully, courteously, and effectively with the public and other employees;
- Ability to use computers for both internal and external projects and information
- Effective verbal and written communication skills;
- Ability to set priorities and meet deadlines;
- General knowledge of reference tools, both in print and online;
- Considerable knowledge of all types of library materials and procedures.

**QUALIFICATIONS**

Two years of college and three years of experience in a related field required; college degree preferred.

**TO APPLY**

Send references, resume and cover letter to Monica Caruso at [mcaruso@arlibrary.org](mailto:mcaruso@arlibrary.org) or Ingrid Hayes at [ihayes@arlibrary.org](mailto:ihayes@arlibrary.org)

Open until filled.