

**City of Perry
Perry Public Library**

Library Vision: Enable our residents to thrive by offering lifelong opportunities to connect, learn, and create.

The City of Perry is located 25 miles northwest of the Des Moines metro area. Our population in 2020 was 7,836 with the median age of 35.3 years. The Perry community enjoys the best of both worlds, we are small enough that residents have the small-town experience but near enough to the metro area to take advantage of what it can offer. With a significant (~38%) portion of the population identifying as Hispanic, Perry offers diversity that many other Iowa Cities do not have. The most recent wave of immigrants come from Eritrea. Formerly a major railroad junction, Perry is home to the Historic Hotel Pattee, with themed rooms including many related to the railroad.

The Perry Public Library has been a presence in Perry since 1904 when the City of Perry was awarded an Andrew Carnegie grant of \$10,000 to build our first library. In 1994, the Perry Public Library moved from the original Carnegie Library to a new, larger building with no ADA, HVAC, and electrical problems. We will be coming up on the 30th anniversary of the new building in 2024. The building has gone thru some refurbishing with a major renovation in 2020. The Library is known for its customer service, the great variety of materials that can be checked out, our innovative programs, and the Library outreach services.

We are now looking for a team member to join us in providing the best library services we can to the Perry community. If you are bilingual (English and Spanish), please note this ability in your cover letter. Please review the job description provided. If you are interested in applying, please send your cover letter, resume, and three professional references to either mmurphy@perry.lib.ia.us or send to the Perry Public Library, ATTN: Director Mary Murphy, 1101 Willis Avenue, Perry, IA 50220. The Application deadline is Tuesday, September 6, 2022. Any questions? Please contact Mary Murphy at (515)465-3569 or email mmurphy@perry.lib.ia.us.

Adult Services Librarian

40 hours per week

Flexible schedule with early evenings required

Competitive salary and benefit plan

Start Date: October 31, 2022 or before

AFSCME Eligible

The Adult Services Librarian provides high quality, professional, responsive, and friendly library service to adults. The Adult Services Librarian serves as the in-house expert on library materials and coordinator of events for adults. The Adult Services Librarian embraces, supports, and celebrates our diverse community. Responsibilities include, but are not limited to: the planning, promotion and presentation of library events for adults including the Summer and Winter Reading Programs; Book Discussion Programs, providing readers' advisory and reference services; outreach activities; and collaboration with other community organizations.

A little about the ideal candidate:

- Passionate about the role of public libraries as essential community hubs, as centers of learning and interpersonal connection, as transformative institutions which foster resilience and innovation.
- Enjoys working closely with adults with imagination, confidence, and enthusiasm.
- Welcoming, engaged, collaborative, imaginative, curious, flexible, and enthusiastic disposition; receptive and responsive to constructive feedback.
- Successful in cultivating positive, collaborative relationships with supervisors, co-workers, Library Trustees, patrons, volunteers, and organizations.
- Resourceful and self-directed.
- Proactive and adept at anticipating organizational needs.
- Capacity to multi- task and prioritize competing demands while remaining professional, positive, and service-oriented.
- Maintains high standards for personal integrity and adheres to best practices for the profession.

Education Requirements:

Master's degree in Library and Information Science/ Studies strongly preferred.

OR

Bachelor's degree in any discipline

Qualifications:

- Exceptional verbal and written communication skills; ability to speak and write compellingly about the Library's mission and its essential place within our community.
- Expert knowledge of adult literature.
- Versed in how to promote programs within a community.
- Ability to work remotely and offsite when necessary.
- Proficient with Microsoft Office and Google Suite.
- Familiarity with library management systems, especially Atrium – Book Systems.
- Adept with current and curious about emerging computer technology.

- Familiarity with Canva and principles of good graphic design strongly preferred.

Duties and Responsibilities:

Customer Service: Ensuring that visitors have a positive experience is the top priority for every staff member. All staff are expected to provide exemplary service to patrons of all ages. This includes:

- Maintain an inviting, attractive, safe, and comfortable environment in the Adult area of the library.
- Provide Readers' Advisory (RA) services for adults.
- Check materials out to patrons, check in returns.
- Responsible for Interlibrary Loan requests and shipments.
- Monitor email and reply promptly to questions and requests.
- Register and welcome new members.
- Manage use of public computers outside the Children's area.
- Assist patrons with the Library's online catalog and digital collections.
- Create engaging book displays and self-directed recreational activities.

Events and Promotion: The Adults Services Librarian works closely with the Library Director to plan and promote and host public events that meet the needs and interests of adults.

- Develops and promotes a robust Summer and Winter Library Program for adults every year.
- Provides timely event information, creates promotional material for all library programs, and informs public through multiple avenues, such as WOWbrary, Website, social media, and e-mail alert.
- Maintains adult event attendance records for statistical reports.

Community Outreach:

- Represent the library at community events to encourage library membership and to promote library services.
- Collaborate with local schools, City of Perry departments, businesses, and service organizations to promote and encourage Library use and participation in Library programs.
- Host presentations about library resources for service organizations, and others.
- Host offsite adults events.

Administrative:

- Know, follow, and enforce all Library policies, plans, and procedures.
- Prepare monthly Adult Services report prior to monthly Trustees' meetings.
- Participate in long-range planning activities and work to meet strategic goals.
- Prepare accurate and timely event participation statistics and report details as needed or requested.
- Participate in preparing annual budget.
- Serve on or advise committees as deemed necessary by the Trustees or the Library Director.
- Actively participate in the development and implementation of library fundraising activities and initiatives.
- Pursue funding opportunities such as grants and sponsorships for library programs and collections.
- Supervise volunteers, interns, and Work-Study students.

Professional Development:

- Attend staff meetings prepared to participate in problem solving discussions and to contribute ideas.
- Remain apprised of best practices for the profession.
- Participate in professional webinars, classes, conferences, and workshops.
- Stay abreast of recommendations and resources from the State Library of Iowa.
- Remain aware of emerging technologies.

Other:

- Perform other duties as needed or assigned.
- Ability to adapt work schedule to cover for ill, vacationing, or otherwise unavailable colleagues is expected.
- Active participation in the Friends of the Perry Public Library fundraisers.

Physical Requirements: The work is performed in an office environment, and in common spaces open to the public. The physical demands 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.

- Frequent need to see, walk, sit, stand, talk, and hear.
- Occasional need to bend, stoop, kneel, and crouch.
- Dexterity to perform data entry on a computer, laptop, iPad, or other electronic device.
- Visual acuity sufficient to read print in 8-point font. Ability to view computer screens and work with details for extended periods of time.
- Hearing at or correctable to normal ranges, especially on the phone.
- Ability to communicate effectively with members of the public and co-workers.
- Physical dexterity to reach shelves of various heights, push full book carts.
- Ability to exert up to 50 pounds of force occasionally and/ or up to 20 pounds of force frequently, and/or exert up to 10 pounds of force constantly to move objects.
- Ability to lift 10 pounds frequently. May need to re-shelve, read and retrieve materials at floor level and overhead.
- Ability to comply with health and safety guidelines.
- Ability to complete work while wearing a surgical grade mask.

Please note: this job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all- inclusive list of every responsibility, duty, and skill required for the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Equal Opportunity Employer.

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