



## JOB ANNOUNCEMENT

### POSITION INFORMATION

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<b>Title:</b>	<b>Member Services Librarian</b>	<b>Supervisor:</b>	Director of Martin Library
<b>Location:</b>	Martin Library	<b>Classification:</b>	Full-Time / Exempt
<b>Department:</b>	Member & Information Services	<b>Supervises:</b>	Members Services Staff & Volunteers
<b>Hours:</b>	40 hours/week some weekend & evening calls	<b>Schedule:</b>	Monday through Friday; Flexible hours

*COVID-19 vaccination is required. At York County Libraries, the health and safety of our employees are important to us. Therefore, new hires must be fully vaccinated against COVID-19 by date of hire. Individuals requiring a medical or religious accommodation may contact Human Resources.*

### GENERAL DESCRIPTION

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The Adult and Member Services Librarian assists the Library Director in supporting the mission of York County Libraries. The Adult and Member Services Librarian oversees the day-to-day functions of the Member Service department including supervision of staff and volunteers.

### EDUCATION & EXPERIENCE REQUIREMENTS

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- Master's degree in Library Sciences from an accredited ALA program.
- 3-4 years library management experience preferred.
- Microsoft Office Suite, web tools, and other digital services.
- Experience with data collection and analysis; preparing queries and reports; and database management required.
- Current PA Child Abuse Clearance; PA Criminal History Check; FBI Fingerprint Based Record Check; and Mandated Reporter Training Certificate.

### GENERAL REQUIREMENTS

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- Positive, upbeat attitude and strong interpersonal skills.
- Ability to build and maintain working relationships with library management, colleagues, cross-departmental teams, key stakeholders in the community, and other partners.
- Strong writing skills.
- Proven project management, troubleshooting and problem resolution skills.
- Ability to work independently and in teams to accomplish shared goals.

### DUTIES AND RESPONSIBILITIES

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- With input from the Library Director, leads development, coordination, implementation and promotion of new, innovative, and existing Adult programs and services at Martin Library, serves as part of the YCL Adult Services Committee, assuring programs align with strategic initiatives and library priorities.
- Coordinates with the Library Director to build relationships with local non-profit, agencies, organizations, and businesses by serving on committees or attending events.
- Oversees and sets priorities for day-to-day operations of the Member Services department with the assistance of the coordinator(s).
- Assists with interviewing and selection process of new employees in conjunction with the Library Director.
- Trains, manages, and evaluates Member Services department in partnership with the Library Director.
- Assures staff are trained to perform needed duties both basic and advanced, including research, information requests, customer service and ILS related tasks. Provides these services to our local community and District Libraries.
- Informs library members and users of library policies and rules and enforces these in conjunction with the Safety Specialist. Resolve member concerns and/or issues. Assures proper completion of Incident reports.
- Collaborates with the Director of Tech Services & Collections and the Collections Librarian to maintain, build and analyze the Adult focused collections.
- Oversees social media accounts, responds to questions and comments with the assistance from Marketing and Community Relations Team.
- Gathers, prepares, and analyzes statistical data and reports for the Library Director as needed.
- Serves as lead staff when Library Director is not available.

- Perform other duties and special projects, as assigned by the Library Director.

#### PHYSICAL REQUIREMENTS

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- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
- Must be able to push/pull carts weighing up to 120 pounds.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

#### ADDITIONAL INFORMATION

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If selected for an interview, candidate must provide the following information **at the time of the interview** to complete the Act 168 Employer Verification form:

Names and contact information, including fax number and/or email address, for all current and previous employers that are school entities or where candidate was employed in a position having direct contact with children.

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
  - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
  - <https://epatch.state.pa.us/>
- Federal Criminal History Record
  - <https://uenroll.identogo.com/>
- Mandated Reporter Training Certificate
  - <https://www.reportabusepa.pitt.edu>

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**York County Libraries supports workplace diversity and is proud to be an Equal Opportunity Employer.**

**If this position matches your interests and qualifications, please visit [jobs.yorklibraries.org](https://jobs.yorklibraries.org) to complete an employment application.**

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