

Circulation & Adult Services Librarian (Hollis, NH)

The Hollis Social Library is seeking applications from enthusiastic, innovative, and customer service oriented individuals for the fulltime position of Circulation & Adult Services Librarian. This position oversees the circulation desk and adult library services under the general supervision of the Library Director, and is responsible for library operations in the Director's absence.

The Circulation & Adult Services Librarian must have the ability to competently and professionally perform essential job duties, including, but not limited to, the following:

- Organize, perform and oversee daily circulation activities of the library - requiring a thorough knowledge of library policies and practices.
- Responsible for collection development and maintenance of adult library materials.
- Plan and coordinate all adult programming.
- Design publicity materials for library programs and services.
- Update and maintain the library's social media accounts (Facebook, Instagram, and Twitter).
- Manage interlibrary loans.
- Perform website maintenance.
- Supervise part-time employees and library volunteers.
- Assist patrons with library use, technology questions, and reader's advisory.
- Help train new library staff and volunteers.
- Assist with library accounting - specifically entering invoices into QuickBooks.

Qualifications:

Must be available to work all operating hours of the library, including evenings and rotating Saturdays. May be required to work outside of normal library hours to facilitate library programs and events.

Qualified applicants must have a Master's degree from an accredited college and at least 3 years' experience working in a public library; a thorough knowledge of current trends in libraries and adult literature; technical skills and ability to troubleshoot circulation/technical issues (expertise with WordPress and KOHA ILS is a plus); knowledge of social media platforms; programming experience; and demonstrated ability to work well with staff and public.

The successful candidate will have strong customer service abilities with good oral and interpersonal skills; be able to independently solve problems through experience and judgment; possess a commitment to promoting literacy and creating a warm, inviting atmosphere; have a positive outlook and good sense of humor; and the ability to be flexible with various situations.

The Hollis Social Library is committed to equal opportunity and encourages diversity and inclusion. We welcome all to apply.

Position Details:

Hours: 40 hours/week.

Annual salary: \$53,000-\$57,000 with full benefits package.

Closing date: Open until filled. Applications received before April 8, 2022 will receive first consideration.

Apply online at: <https://www.hollislibrary.org/get-involved/employment-opportunities/>

Or email resume and cover letter to: Director@hollislibrary.org