



## **Belvedere-Tiburon Library**

1501 Tiburon Blvd., Tiburon, CA 94920

415-789-2656      FAX: 415-789-2650      WEB: [thelibrary.info](http://thelibrary.info)

### **Adult Services Librarian**

**January, 2012**

#### **Application Closing Date**

January 31, 2012

#### **Salary**

\$4,826 - \$5,943/ Monthly

The Belvedere-Tiburon Library has a full-time Adult Services Librarian position available. Located north of San Francisco on the Tiburon Peninsula, the Library serves two communities with a combined population of approximately 11,000. This is an exciting opportunity to provide professional support for the operation and activities of the Adult Services Department, using emerging technologies to plan and implement services which increase and enhance access to library resources and services. Hours of work will include some evenings and weekends.

**Essential functions** include but not limited to:

- Assists in planning, developing and implementing services of the library, focusing on emerging technologies and social software to encourage user participation and interaction with library services and collections
- Provides technical instruction on the use of ereaders and other devices, public computers, including Macs and PCs, and evolving technologies
- Participates in collection development, evaluating and selecting materials and information in a variety of formats
- Participates in reference services including staffing the reference desk, readers' advisory, developing and teaching workshops, serving as library liaison and consulting with users in areas of expertise
- Provides outreach to the community, developing and promoting new programs and services to meet community needs
- Assists in enhancing and maintaining the Library's web site to meet changing needs of users
- Develops and implements marketing strategies to promote library resources

**Requirements:** MLS degree from an ALA accredited institution, plus library experience.

- Demonstrated reference experience, knowledge of current and emerging trends in public libraries, and successful experience in incorporating new technologies into reference service.
- Excellent interpersonal skills; initiative and flexibility; strong commitment to public service; ability to work collaboratively in a team environment; excellent organizational, written and oral communication skills.
- Knowledge of information systems, research tools and methods, search strategies.
- Experience with social networking tools, mobile devices.

**Mail or email resume**, cover letter, references to: Joan Garrett, Adult Services Supervisor, Belvedere-Tiburon Library, 1501 Tiburon Blvd., Tiburon, CA 94920. [jgarrett@thelibrary.info](mailto:jgarrett@thelibrary.info)