

Librarian I (Adult Services)

\$44,104 / year + [Full-Time County Benefits](#)

The Williamsburg Regional Library, winner of the 2018 ELGL silver award for best public library in the United States, seeks an innovative and engaging, individual to perform meaningful work providing reference, readers' advisory, and programming to adults and teens, develop collection areas, and work with other library divisions and community partners to provide library programs and services to the community.

Responsibilities:

- Exemplary customer service providing information and materials from the library's collection and other resources by researching and interpreting print, online, and other sources; locate and recommend materials for users' interest and reading levels; evaluate the accuracy, currency, and usefulness of the information or materials; teach individuals and groups how to use library downloadable resources and social media; recommend materials to read, view, or hear; recommend topics for reports and other assignments; and prepare relevant booklists, library guides, and displays.
- Prepare and offer engaging programs and services to adult users outside the building as part of the library's outreach services; develop and execute library programs such as lectures, tours, and classes.
- Use electronic resources including online databases and the Internet for collection development and reference purposes; participate in Internet projects, such as creating web pages, teaching group classes using a computer projection system, or teaching users one-on-one; oversee designated volunteer projects
- Be responsive to user requests for information/reading material; weed, develop, and maintain assigned collection areas.

Requirements:

- Requires a Master of Library Science (MLS) degree from an accredited American Library Association (ALA) college; some public library experience.
- Extensive knowledge of adult literature; working knowledge of printed and electronic reference sources; library research techniques including online and other electronic sources; and, library procedures.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite, digital resources, commonly used applications, and social media; oral and written communication.
- Ability to effectively work with users of all ages and other library personnel; plan and organize daily work and special projects.

Accepting applications until 11:59pm EST on 3/17/2019 or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>