

**CITY OF CLINTON**  
**CLINTON PUBLIC LIBRARY**  
**PUBLIC SERVICES LIBRARIAN**  
**JOB DESCRIPTION**

**JOB SUMMARY:**

Clinton Public Library of Clinton, Iowa (Pop. 24,469) seeks an enthusiastic, creative, and community-minded individual to deliver exceptional service for our patrons as the Public Services Librarian. The job is full-time, exempt position under the FLSA. This position coordinates and performs all aspects of adult library services and programs. This is a professional position within a State of Iowa-accredited library and member library of the RiverShare Libraries consortium.

**ESSENTIAL JOB FUNCTIONS:**

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities that may be redefined pursuant to operational needs)

- Reports to the Library Director, and in the absence of the Library Director, assumes the responsibility of the Director as needed
- Works collegially with leadership team members and fellow staff members
- Conducts annual reviews, and supervises staff for circulation services, adult programming, and homebound services
- Provides exemplary customer service to patrons at the service desk and other areas of the library
- Works with City IT Manager to keep all technology operating efficiently
- Directs staff in providing technology instruction to patrons, either in group classes or one-on-one tutoring sessions
- Performs public service duties including onsite and remote reference, reader advisory, and assistance with databases and other electronic resources to patrons, educators, and other community groups
- Oversees selection and evaluation of collections for adult patrons, to ensure currency, balance, and comprehensiveness
- Performs copy and original cataloging as needed
- Engages in outreach to the community and other organizations that service the City of Clinton and rural county citizens, including driving the Library outreach van
- Leads adult services staff in developing, publicizing, and conducting programs which support our current Strategic Plan and Mission
- Participates in professional library organizations and attends meetings, workshops, and training sessions to remain current in field
- Participates in Rivershare Committee Meetings
- Other duties and responsibilities as assigned

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

- Thorough knowledge of library programs and services for adult audiences
- Thorough knowledge of and appreciation for literature, audio-visual materials,

and technological trends

- Capability of developing interpersonal relations with library patrons of all ages
- Ability to deal tactfully and courteously with the public and maintain composure in stressful situations
- Ability to establish and maintain effective working relationships with co-workers and supervisors
- Effective oral and written communication skills, especially the ability to present ideas in a public setting and provide instruction to diverse audiences

**SPECIFIC REQUIREMENTS:**

- Graduate degree in library or information science (MLS or MLIS) from an American Library Association (ALA) accredited program, required
- 2-3 years of experience working in a public library, required
- Supervisory experience, preferred
- The candidate must live within a 20-mile radius of Clinton City Hall, be a non-user of tobacco products and compliant with the Smoke Free Air Act.
- The candidate must also be able to pass a criminal background check, drug screen, and have a valid Iowa driver's license.
- Weekly schedule will require some daytime, evening, and Saturday hours
- Iowa Public Library Staff Certification (or out-of-state equivalent) desired

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

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 job duties.

While performing the duties of this job, the employee is regularly required to sit, stand, squat and walk; climb stairs; Push or Pull; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is quiet.

**COMPENSATION AND BENEFITS:**

- Salary \$53,248 - \$68,473.60 based on education and experience
- Eligible for health and dental coverage, IPERs pension plan
- Paid benefits such as life insurance, vacation time, company paid holidays, and sick leave
- Support for professional development
- Equal Opportunity Employer

**APPLICATION PROCESS:**

Persons interested in applying for the Public Services Librarian position should send an application, cover letter, and resume to:

Susan Mesecher, Director  
Clinton Public Library  
306 8th Avenue South Clinton, Iowa 52732  
[smesecher@clintonpubliclibrary.us](mailto:smesecher@clintonpubliclibrary.us)

Electronic submissions via email are preferred. Submissions are due by 5 p.m.,  
December 23rd, 2022

Interview will be conducted in person or via Zoom the week of January 16<sup>th</sup>, 2023.

For full job description and more information visit:

<https://www.clintonpubliclibrary.us/employment>

**Disclaimer:**

The above declarations related to the duties, responsibilities, and conditions of the position described are intended to be descriptive of the general nature of the work and may be amended at Clinton Public Library's discretion.