

## Library – Job Posting

**Librarian:** The City of Cornelius is excited to announce our recruitment for a full-time Adult Services Librarian to join the growing staff in the newly constructed Cornelius Public Library. This position performs a range of professional library services, including reference and readers' advisory, collection development, community outreach and the development and implementation of programming— with an emphasis on adults and seniors. Additional duties include participation on the management team and supervision of a department and staff.

**Mandatory Requirements:** Knowledge of the principles, practices and philosophy of public library operations, current methods and principles governing reference services, and collection management of print and non-print materials. Completion of an ALA accredited Master's of Library Science program, and four years of increasingly responsible experience in a library, including one year of leadership, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Fluency in Spanish language desirable.

**How to Apply:** Submit a completed City of Cornelius application, résumé, cover letter, and responses to the supplemental questions below to Debby Roth, City Hall by noon on November 16, 2018.

**Salary and Schedule:** This is a full-time position; salary begins at \$6,020 monthly with benefits. This position is eligible for a bilingual incentive. Weekends and/or evenings are required; schedule will be Tuesday through Saturday. This position is scheduled to begin February 1, 2019.

Posted October 26, 2018

# Librarian – Supplemental Questions

## **City of Cornelius, Adult Services Librarian**

Please submit answers to supplemental questions on a separate sheet and limit answers to a few paragraphs each.

1. Describe your experience providing programming for adults. What programs did you provide? What kinds of programming would you present to provide engagement for seniors?
2. What trends do you see that will affect public library services to adults? What changes do you anticipate seeing in the next five years, and what excites you about these changes?
3. What is your philosophy of customer service to patrons and a diverse community?
4. Describe your experience in creating or strengthening community partners as they relate to adult and/or senior services. What types of community outreach have you engaged in the past?
5. Describe your ability to adapt your leadership/supervision skills with a variety of staff who learn and are motivated differently. How do you inspire staff to do their best work?