

## **ROLLING MEADOWS LIBRARY**

### **Job Description**

**Job Title:** **Readers' Services Associate - Readers' Advisor**  
**Department:** Readers' Services  
**Reports To:** Readers' Services Director  
**FLSA Status:** Non Exempt  
**Approved:** 04/11/2025

#### **SUMMARY**

This position is responsible for conducting patron interviews and providing readers' advisory services to patrons in person and over the telephone. This includes suggesting and locating books and AV materials, reserving materials, and accessing book, music, and movie reviews.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (Other duties may be assigned)

- Provides friendly and courteous front-line service while staffing the Readers' Desk.
- Assists patrons in the use of the online catalog and readers' advisory resources
- Locates and reserves books and AV materials
- Places interlibrary loan requests
- Accesses book, music, and movie reviews via print and electronic sources
- Compiles booklists, displays, and other patron reading aids
- Reviews new book trucks; posts bestsellers lists
- Stays current with trends in fiction, movies, and music
- Updates and maintains readers' advisory reference files
- Assists with developing the fiction and AV collections, including selection and weeding projects, as assigned
- Assists with the planning of adult and teen reading programs
- Orders and processes books for in-house book discussion groups
- Leads and/or participates in patron book discussion groups as assigned
- Writes book reviews and other appropriate articles for the library newsletter, homepage, and blog
- Selects and prepares home delivery materials
- Assists with the Library's Home Delivery Service; including serving as a delivery rider
- Assists with other readers' advisory programs and activities as assigned
- Sorts and shelves books and other library material, maintains shelved books in an orderly fashion, and shelf reads assigned areas
- Straightens and maintains the Top of the Charts New Fiction, New Paperback, New CD, and New DVD display areas in the Readers' Services Areas.
- Performs tasks to safely and securely close the building as outlined in the current Closing Procedures checklist

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, divide, and calculate proportions and percentages.

## **LANGUAGE SKILLS**

Ability to communicate effectively in Standard English both on the phone and in person.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

## **OTHER SKILLS AND ABILITIES**

Ability to manage multiple tasks with efficiency, skill, and accuracy

Strong interpersonal skills

Strong working knowledge of fiction, movies, and music

Knowledge of popular culture, community needs, and interests

Ability to use technology and relevant software

Ability to work efficiently both independently and also as a team member

Possess excellent communication skills orally and in writing

Enthusiastic and positive public service attitude

Ability to use good judgment following procedures in support of library policies

Ability to exercise initiative and be creative

Strong organizational and attention to detail skills

## **PHYSICAL DEMANDS**

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 functions. While performing the duties of this job, it is necessary to listen to and talk with patrons. The employee is regularly required to use hands to handle and process different library materials; to stretch and reach using both arms and hands. The employee frequently is required to sit or stand for long periods of time, and walk. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

While performing sorting and shelving duties, which include pushing book carts, the employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. The employee must also stoop, kneel, and crouch to locate and organize library materials. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The noise level in the work environment is usually quiet.