

**LIBRARIAN III (Adult Services)**  
(Milwaukee Public Library)

**PURPOSE:** Under general supervision, a Librarian III performs bibliographic, reference, and reader advisory work of the most complex and responsible nature, and trains and advises other librarians in these areas. Assignments require an exercise of initiative and judgment commensurate with full development as a professional librarian.

**ESSENTIAL FUNCTIONS:**

- Assist readers in the selection and location of print and non-print materials and information, and in the use of the on-line catalog, electronic databases, the Internet, microform and other indexes, bibliographies, reference tools and microcomputers.
- Perform ready reference and reference service, usually of a complex nature.
- Plan the development of the library collection in a broad section unit, a specific area of materials, or a neighborhood library.
- Administer a specific library service program and assume full responsibility for its operations.
- Plan and implement local library programs to disseminate information about materials and services available to individuals and community groups; coordinate multi-unit programs.
- Represent the library in educational, informational, and cultural community activities by speaking and serving on committees.
- Initiate, write, follow through, and evaluate special adult, young adult, or juvenile programming through the grant process.
- Serve as temporary librarian-in-charge of a facility or service for short or extended periods of time.
- Assist in training and supervising Librarians I and II, paraprofessionals, and clerical personnel.
- Assist the public in computer use.
- Perform other related functions as assigned.

Librarians III are hired to the Milwaukee Public Library system and work assignments are subject to change. Emphasis is placed upon developing a comprehensive background in librarianship throughout the library system. Assignments may be made in adult services at a Neighborhood Library, at the Central Library, in Mobile Library and Outreach Services, or in the Regional Library for the Blind and Physically Handicapped.

**MINIMUM REQUIREMENTS:**

1. Master's Degree in Library Science from a school accredited by the American Library Association.
2. Four years of successful, post MLS librarian experience, at least two years of which must have been at a level comparable to a Librarian II with Milwaukee Public Library.
3. Residency in City of Milwaukee within six months of appointment and throughout employment.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Strong customer service orientation.
- Advanced knowledge of microcomputers, on-line catalogs, databases, networks, the Internet, word processing and their application for library use.
- Above average competence in the delivery of computer services.
- Excellent verbal and written communication skills.
- Ability to speak before diverse groups about the library's services and resources.