



JOB TITLE: ADULT SERVICES LIBRARIAN

The Basehor Community Library is searching for an Adult Services Librarian. As a library district in Leavenworth County, our library's service area includes the rapidly growing city of Basehor and surrounding areas. The district is populated by beautiful homes as well as working farms. Driving distance to downtown Kansas City to the east and Lawrence to the west is less than 30 minutes. Basehor is located just west of the developing Legends area in Kansas City, KS and the new Chiefs Stadium Site.

The Basehor Community Library is the cornerstone of community activity with a newly expanded Early Learning Center, Elementary School, and a City Campus as our immediate neighbors. The library is loved by our community, and we are honored by their support. Designs for a building expansion for the library, including major renovations and layout changes in the adult services wing, are currently being developed with the groundbreaking for this building expansion project set to take place this fall. The successful candidate will play a key role in finalizing designs for this project and guiding the direction of the department.

Excellent customer service is our number one goal. In this position, you will be responsible for the planning and implementation of adult services, programming, and collection development, while serving as a key member of our management team. Like the other members of the management team, you will report directly to the Library Director. Depending on your strengths, you may also take on a lead role with our communications and social media team. Please note that the work schedule may include some evening and weekend hours.

PRIMARY DUTIES AND RESPONSIBILITIES

CORE DUTIES:

20% Working the Public Service Desks

- Provide direct customer service to patrons of all ages, following the Basehor Library Code of Service.
- Assist patrons with the use of equipment and resources including the online catalog, databases, and copiers. Includes searching for, locating and retrieving information and library materials.
- Provide support, instruction, and troubleshooting assistance for patrons using our online resources.

35% Adult Services

- Plan, promote, and implement programs and some outreach services targeted to the interests of adult patrons with the assistance of other staff members. Please note that this may include some evening and weekend hours.
- Promote the adult collection through readers' advisory, print and email marketing, and

content for social media.

- Manage the space allocated to our adult collection with creative and innovative ideas.

35% Collection Development, Processing, and Maintenance

- Select materials for adult collection and prepare carts for ordering on vendor websites.
- Process and catalog materials for adult collection, assuring they are easily discoverable by our patrons.
- Weeding of materials as needed in adult collection.

10% Supervisory

- Person-In-Charge in absence of Director or Assistant Director, may include some evening and weekend hours.

QUALIFICATIONS

EDUCATION & EXPERIENCE:

- A Master's degree in Library Science is required.
- Experience in library acquisitions in all formats, including digital.
- Experience with creating and implementing programs for adults.
- Experience as a supervisor in a library or other customer focused business.

SKILLS AND ABILITIES:

- Understand and provide excellent customer service.
- Understand the operational characteristics of a public library, including acquisition, cataloging and circulation duties.
- Understand and have the ability to use modern office software and equipment including computers and copiers.
- Understand how to maintain a professional social media presence and apply public communication skills. Strong graphic design and marketing skills are desired.
- Understand the methods and techniques for conducting library reference and bibliographic searches.
- Ability to communicate clearly, concisely, and courteously.
- Ability to work cooperatively and maintain positive and constructive interpersonal relationships with vendors, patrons, and library staff.
- Ability to be flexible, manage ambiguity, adapt to change, and successfully work in a fast-paced, dynamic environment.
- Ability to work independently, set priorities, and manage competing deadlines effectively.

PHYSICAL REQUIREMENTS:

Must be able to move objects weighing up to 50 pounds and push/pull a fully loaded book cart weighing up to 50 pounds.

SALARY RANGE:

This is a 40 hour per week, non-exempt position with a minimum starting salary of \$50,000 with paid single health insurance including a dental plan, KPERS, and generous vacation, sick time, paid holidays

and 6 weeks of paid parental leave.

Application deadline on September 28, 2026. Please apply via our website at <https://basehorlibrary.com/employment-opportunities>.

The Basehor Community Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.