The Bexley Public Library is looking for a full time Librarian to join their collaborative, creative team in the heart of Columbus. In addition to responsibilities within the Adult Services department, this position has a portion of the accountabilities dedicated to local history projects. Using knowledge of digitization equipment and techniques, the project lead of this ongoing project will have the freedom to seek local archival partners, create alternative archives such as oral histories, and develop a plan for future developments. Salary range begins at $47,476.

For a full description and to apply, please link to [https://bexleylibrary.org/employment](https://bexleylibrary.org/employment).

PURPOSE OF WORK: Under general direction, the Librarian assists patrons in identifying and locating appropriate materials using electronic, print, and other resources; trains patrons in the use of resources; maintains library collections; and prepares and conducts innovative programs designed to encourage library use, community involvement, and to support of the library’s mission.

ESSENTIAL POSITION FUNCTIONS

1. Provides outstanding internal and external customer service. Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization.

2. Provides reference, readers, and viewers advisory services to the public through various means including by appointment, over the phone, and through web based communications. Trains public on use of library technologies and library resources; incorporates relevant technologies into library services and programs.

3. Serves as liaison to the Bexley Historical Society and other related groups; maintains excellent working knowledge of preservation and digitization technology and techniques; oversees the digitization and preservation of local history materials, oversees and schedules volunteers to assist with the local history initiative. Considers other historical preservation strategies, such as creation of external partnerships and sources, oral history projects, etc.

4. Develops and implements responsive, innovative, relevant, and audience appropriate library programs and services that encourage library use and support the library’s mission. Participates in the development and implementation of department and library-wide strategic priorities and serves as Librarian-in-Charge as assigned.

5. Evaluates and maintain the library's collections and make recommendations for collection development based on community needs, usage levels, and relevance of materials; evaluates materials, utilizes statistical data and reports for collection maintenance, and makes withdrawals according to library guidelines.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.
MINIMUM QUALIFICATIONS

1. Master’s degree in Library Science from an American Library Association accredited school
2. Excellent oral and written communication skills
3. Ability to deliver programs and to speak before groups
4. Excellent interpersonal skills
5. Ability to work accurately and with attention to detail
6. Ability to work independently and within a teaming environment
7. Ability to maintain confidentiality and use appropriate judgment in handling information and records
8. Superior working knowledge of traditional and electronic resources including web sites, databases, and social media; high comfort level and familiarity with common hardware and software, including eReaders and excellent online searching skills
9. Ability to retain, follow, and explain organizational procedures, processes, policies and operations

PHYSICAL DEMANDS

- Ability to sit and use a computer for extended periods and operate standard office equipment, daily
- Ability to lift and move up to thirty (30) pounds, occasionally
- Ability to push book trucks with up to 150 pounds of materials on them, daily
- Ability to stand for extended periods, daily
- Ability to perform repeated reaching, bending, climbing and squatting, daily
- Travel by automobile, occasionally

WORKING CONDITIONS

- Majority of work performed in general office/library environment
- Requires availability for extended hours as needed
- Requires evenings and/or weekends
- Requires periodic participation and attendance at events and trainings

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