JOB TITLE: LIBRARIAN

LOCATION: Science & Technology (MAIN LIBRARY)

HOURS: FULL-TIME (37.5 hours) including evenings and Saturday and Sunday hours, not job-share eligible

SALARY: GRADE 11, $20.36 hour, Non-Exempt

DUTIES & RESPONSIBILITIES:

Advises and assists customers in the selection, organization, and interpretation of library materials; researches and answers questions and provides guidance in the use of the internet and Library databases; meets patron needs by providing a wide range of library services, planning and presenting relevant programs, and establishing impactful community engagement relationships; may serve as in-charge person for the division; performs and trains in collection maintenance duties; compiles bibliographies and locates hard-to-find reference materials; maintains special files or services; prepares text for program publicity; communicates and collaborates with centralized Collection Development staff regarding customer and community trends and interests; plans programs and directs tours; interprets the Library's policies and procedures to the public in a positive manner; and performs other tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of professional library science, including familiarity with reference, bibliographic and digital resources in the Science & Technology subject areas but can readily pivot to other subject areas if/when needed; knowledge of readers interest levels; knowledge of publishers and their practices; good research skills; ability to speak and write effectively; sound professional judgment; ability to direct the work of others; and good customer-relation skills, including a pleasing personality and the ability to get along well with others. A Master of Library and Information Science degree issued by an ALA-accredited school of library and information science is required and some previous library experience is preferred. Applicants with seven credit hours or less towards completion of the MLIS will also be considered under certain conditions. Individuals hired under these conditions will begin as a Public Service Assistant III, Grade 10, Step 1 ($19.81/hour) and upon confirmation of completion of the M.L.I.S. degree will be moved to Librarian, Grade 11, Step 1, ($20.36/hour).

DEADLINE FOR APPLICATION: OPEN UNTIL FILLED

For consideration, applicants must either submit a resume including salary history and a cover letter indicating previous applicable experience and training or complete an Employment Application in the Human Resources Department at Main Library. Resumes should be emailed to library-HR@akronlibrary.org or should be mailed to: Human Resources, Akron-Summit County Public Library, 60 S. High Street, Akron OH 44326-0001. For more information about the Akron-Summit County Public Library system, please visit our website at www.akronlibrary.org

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER.