The Dayton Metro Library is seeking an Information Services Assistant (Technology Emphasis) for our Southeast Branch Library. This beautiful branch, which is adjacent to Belmont High School, just opened in August of 2019, and it offers dedicated spaces for children and teens along with plenty of meeting spaces. The successful candidate will spend part of their time supporting the Teen Services Librarian with engagement of teens in the Library. The rest of their time will be spent at the service desk, providing excellent technical support to those using our computers and other equipment as well as answering patrons’ reference questions. If you enjoy helping people and working with teens by providing outstanding customer service, join our team today!

Essential Job Duties

- Demonstrates excellent internal and external customer service. Proactively provides assistance at all service points as needed.
- Provides library users with assistance in reference, readers’ advisory, and in the use of public computers, personal electronic devices and library virtual materials.
- Under the direction of the manager(s)/librarian(s), plans, develops and promotes programs and services to meet the informational and recreational needs of the community.
- Provides service and maintains liaisons with schools and community agencies.
- May serve with one or more specialty emphasis such as teen, children’s or adult services.
- Performs circulation responsibilities and related activities as needed.
- Assists with opening and closing duties.
- Under the direction of a manager, may assist with collection development activities such as redistribution, purchase suggestions or preliminary de-selection.
- May create displays to promote library use.
- Submits required reports and budget requests. May serve on library committees.

Job Qualifications

- Bachelor’s degree from a four-year college or university preferred; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Valid Ohio driver’s license, acceptable motor vehicle record, and continuous insurability required. Ability to determine patron information needs and construct a competent and complete search strategy.
- Ability to develop programs and services to meet community needs.
- General knowledge of PC equipment required. Fluency with personal electronic devices and library virtual materials required.
- Ability to communicate effectively when dealing with patrons, staff and members of the community.
- Ability to effectively provide one-on-one instruction and present public training sessions. Ability to deal effectively with confrontational individuals and/or challenging situations.
- Schedule includes day time, evening, and Saturday hours.

Compensation and Benefits: This full-time position is subject to a partial furlough under the Shared Work Ohio Program at a rate of $17.03 per hour. A full benefit package is offered that includes health, dental, vision and life insurance as well as paid time off.
Application Process: For first consideration, please send your cover letter, resume, and contact information for three employment references to careers@daytonmetrolibrary.org by October 20, 2020.

The Dayton Metro Library is an Equal Opportunity Employer.