The Dayton Metro Library is seeking a full-time **Business Services Specialist** to join the Information Services team at the Main Library in downtown Dayton. The ideal candidate will be adept at connecting with local organizations that support small business and entrepreneurship to ensure that the Library’s resources and services are being leveraged. This individual should be comfortable speaking to large audiences in order to promote the Library, whether it is at professional meetings or programs being offered through the Library. Join our team today!

DML is committed to cultivating inclusive environments and a workforce that reflects the diversity of our community. As such, we encourage Black, Indigenous, and people of color (BIPOC) to apply, in addition to members from other marginalized groups.

Additional consideration may be given to individuals that are fluent in any non-English languages spoken in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish and Swahili.

**Essential Job Duties**

- Coordinates the development of programs for small businesses and entrepreneurial system-wide. Plans, implements and evaluates on-going programs and services and works with External Relations to prepare publicity. Participates in public relations activities such as tours, talks and demonstrations to promote library use.
- Provides service and maintains liaisons with community leaders, networking groups, and community agencies; attends community meetings and gives presentations as requested.
- Collaborates with and advises the Collection Development department on small businesses, entrepreneurial and related collections and resources; makes recommendations for both selection and deselection in relevant subject areas.
- Develops recommendations for small business and entrepreneurial services and provides input into policies affecting small business and entrepreneurs.
- Provides advice and recommendations to public service staff for developing and maintaining a welcoming atmosphere for small business and entrepreneurial patrons.
- Displays knowledge of small business and entrepreneurs needs and keeps up with current trends. Provides system-wide training which increases awareness and understanding of the needs of small business and entrepreneurs.
- Provides small business and entrepreneurial library users with instruction in the use of library materials and resources. This can include assistance in reference, readers' advisory and resource navigation.
- Sets and maintains guidelines and objectives for library staff who work with small business and entrepreneurial. Conducts meetings, trains and provides instruction and assistance for staff.
Job Qualifications

- Ability to connect with internal and external partners to positively impact small business and entrepreneurial initiatives. Ability to develop and deliver programs.
- Knowledge of business principles, theories, concepts, best practices and the local and regional small business and entrepreneurial ecosystem.
- Valid Ohio driver’s license, acceptable motor vehicle record, and continuous insurability required.
- Advanced degree (Master’s in Library and Information Science preferred) or its equivalent in education and experience is required.
- Ability to maintain effective relationships with community officials, leaders, organizations, the public and the staff. Ability to read, analyze, and interpret reference resources, general business periodicals, professional journals, policy and procedure manuals, and governmental regulations.
- Ability to write reports and business correspondence clearly and informatively. Ability to effectively present information and respond to questions from staff, patrons, and members of the community individually and in a group setting. Ability to deal effectively with confrontational individuals and/or challenging situations.
- Knowledge of literature, periodicals, audiovisual materials, web sites, social media, and other electronic media which support a diverse, current, and relevant collection in support of business and entrepreneurial topics.
- Schedule may include evening and Saturday hours.

Compensation and Benefits: Starting hourly wage is $22.64 with an exceptional benefits package.

Application Process: Please send your cover letter, resume, and contact information for three employment references to Jennifer Kadel at careers@daytonmetrolibrary.org. This position is open until filled.

The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.