Adult Public Services Assistant (28-30 hours)

Wickliffe Public Library is seeking applicants to provide paraprofessional services in our adult reference department. Must be willing to work days, evenings and Saturdays.

**Duties/Responsibilities:**

- Provides direct library service such as reference, reader’s guidance and outreach, as assigned.
- Designs, promotes, executes and evaluates programs suited to the needs and interest of one or more age groups in consultation with supervisor.
- May be responsible for maintaining a viable collection of materials in a specific area, in all formats, to create a diverse, current and relevant collection, as assigned.
- Maintains and updates the collection through a systematic weeding process, as assigned.
- Processes new or withdrawn materials.
- May publicize library materials and services through brochures, news releases and displays.
- Assists in library cooperative relations with community organizations, institutions and government, as required.
- Maintains awareness of developments in the fields of library service, through reading of professional books and journals, participation in in-service training.
- Keeps supervisor informed.
- Performs other duties as assigned.

**Knowledge/Qualifications:**

- General analytical, problem-solving and organizational skills.
- Broad reading background, particularly in the area of specialty, sufficient to guide public in choice of reading material.
- Strong technology skills including personal computers, eReaders, copy machines, software etc.
- Ability to work well with the public, either one-to-one as in reference work or in a group setting.
- Strong communication, interpersonal, and public speaking skills.
- Superior customer service skills and ability to exercise good judgment, tact, and professionalism.
- Master's in Library Science preferred.
• Graduate of a four-year college
• Experience working in a public library preferred.

Deadline: Until filled
Submit cover letter, resume, and application to Monica Gregory, Adult Public Services Manager, Wickliffe Public Library, 1713 Lincoln Road, Wickliffe OH 44092 or email monica.gregory@wickliffe.lib.oh.us

Our job description and application may be found at: http://wickliffepl.org/employment/