POSITION AVAILABLE

Position: Collection Development Librarian
Miami Township Branch-Administration
Full-time (40 hours/week)

Responsibilities: In conjunction with the Collection Development Manager, is responsible for implementing the youth and adult collection management activities of the library in all formats including book, periodical, multimedia electronic and nontraditional resources. This position is also responsible for conducting ongoing collection analysis.

Requirements: A four year college degree and completion of an MLS/MLIS degree from an ALA accredited program. Knowledge in collection development trends, and selection and de-selection of both classic and current materials and/or resources in a variety of formats preferred. Knowledge of children's literature preferred. Excellent communication and customer service skills, ability to work in teams, strong interpersonal relationship skills and attention to detail required to contribute to and foster a positive work culture. Proficient in Microsoft Excel, experience using computers and managing budgets and the ability to utilize the ILS software and vendor interfaces effectively. Must be able to work occasional evenings and weekends. Must be at least 18 years of age. Required to pass a pre-employment drug screen and background check.

Range: $17.51 - $27.35 per hour
Pay Grade 5, non-exempt

Application Procedures: Please include a cover letter and resume when applying online at http://ccpl.applicantpro.com/jobs/

Deadline: Open Until Filled

The Clermont County Public Library is an Equal Opportunity Employer.