



# Position Available at the Akron-Summit County Public Library

**JOB TITLE:** LIBRARIAN (ADULT SERVICES)      **DATE:** MAY 9, 2022  
**LOCATION:** CULTURE & AV/MAIN LIBRARY  
**HOURS:** Full-time (37.5 hours), including evening and weekend hours; not job-share eligible  
**SALARY:** Grade 11, \$20.77 /hour, non-exempt

## ABOUT THE LIBRARY

Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We've been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction.

We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

## DUTIES & RESPONSIBILITIES:

The ASCPL is hiring two Adult Service Librarians in our Culture and AV agency to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life. The Adult Service Librarian will:

- Help the manager and Library fulfill the Library's mission and implement core values.
- Conduct programming, including planning, conducting, and evaluating programs, both in-house and outreach to community groups and special populations.
- Advise and help customers in a friendly and accessible manner with the selection, organization, and navigation of Library materials; research and answer reference questions and provide guidance in the use of online resources; compile bibliographies and locate hard-to-find reference materials; develop materials lists, reference guides, and displays to promote Library services; and maintain special files, collections, indexes, and databases.
- Provide Library service with an emphasis on customer and community service.
- Perform collection maintenance duties, including creating displays, weeding, and arranging materials for improved access.
- Consistently represent the Library to its customers in a positive way and adhere to established customer service guidelines, procedures, and manager expectations; understand, analyze, and solve varied reference questions by supplying information well-suited to the user, which could include directing customers to other divisions, agencies, or resources for additional help; interpret the Library's policies and procedures to the public in a customer-responsive manner.
- Help customers in the use of computers, printers, copy machines, e-readers, and other technology, offering instruction when necessary.
- Cover additional service points as needed.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

**Required:** A Master of Library and Information Science degree from an ALA-accredited School of Library and Information Science. Strong customer service skills. Demonstrated knowledge of the principles and practices of library and information science. Demonstrated knowledge of customer interests, Library materials, programs, and services. Ability to plan and conduct programs for Library customers. Demonstrated ability to think and work independently using sound professional judgment. Strong organizational, interpersonal, verbal, and written communications skills.

Applicants with 7 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 (\$20.21/hour), and upon confirmation of completion of the MLIS degree will be moved to Librarian, Grade 11, Step 1 (\$20.77/hour).

**Preferred:** Background in music (through coursework, through active musicianship, etc.) with the ability to use that knowledge to help maintain Main Library's music collection as well as help customers with music-related questions covering a variety of styles and time periods and curate correlating programs. Previous library experience. Ohio Public Librarian Certification.

## DEADLINE FOR APPLICATION: Open until filled (preference given to candidates who apply within the first two weeks)

For consideration, applicants for this position must either submit a resume and a cover letter indicating previous applicable experience and training or complete an Employment Application in the Human Resources Department at Main Library. Email resumes to [library-HR@akronlibrary.org](mailto:library-HR@akronlibrary.org) or mail them to: Human Resources, Akron-Summit County Public Library, 60 S. High Street, Akron OH 44326-0001. For more information about the ASCPL system, visit our website at [www.akronlibrary.org](http://www.akronlibrary.org).

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



60 South High Street | Akron, Ohio 44326 | [akronlibrary.org](http://akronlibrary.org)

**Our Core Values:** Excellence | Service | Learning | Diversity & Inclusion