



LICKING
COUNTY
LIBRARY

Position Available
Adult Services Supervisor (Full-Time)
Downtown Newark

The Licking County Library is seeking a full-time Adult Services Supervisor to manage the Adult Services Department at the Downtown Newark location and perform a variety of duties as they relate to the department's day-to-day service to adult customers and plans and presents programs and services for adults.

This is a Full-Time position; 37.5 hours per week; Non-Exempt. OPERS Retirement. The successful candidate will work a varying schedule including days, evenings until 7:15 p.m. and Saturdays at the Downtown Newark location. A job offer will be conditional upon a successful background check and meeting any other preconditions of employment.

Minimum Qualifications and **Essential Duties** (See complete job description, which is attached).

- Master's in Library Science Degree from an accredited college or university required with an emphasis in Adult Services.
- Three years' supervisory experience required.
- Valid driver's license and access to a vehicle to provide own transportation when participating in off-site library business.
- Library certification from the Ohio Library Council, preferred.
- Must successfully pass a background check.

Pay Rate & Benefits

The rate of pay for this position is \$22.15/hour. This position is eligible for the library's fringe benefit package including Vacation Leave, 13 Holidays, Sick Leave, Emergency Leave, Bereavement Leave, etc.

Application Procedure

Apply online at www.lickingcountylibrary.org and click on "Careers" at the bottom of the page and then click on "Current Job Openings." Position will remain open until filled.

Applicants should submit with online application:

- Cover Letter
- Resume

The appointment of the successful applicant will be made pursuant to Section 1.210 of the *Staff Handbook*.

The Licking County Library is an equal opportunity employer.