



Stow ▪ Munroe Falls
PublicLibrary

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3512 Darrow Rd., Stow, OH 44224

(330) 688-3295 | www.smfpl.org

Job Title:

Local History Librarian at Stow-Munroe Falls Public Library

Full or Part-Time Position:

Full-Time Position

Hours Per Week:

40 hours/week

Library Statement:

The Stow-Munroe Falls Public Library is looking for an employee who is passionate about libraries and their roles in communities. Our mission is to provide excellence in library service to all who seek access to information. We aim to promote the well-being of the community through programs and cooperative efforts with other community agencies, public and private.

About this job:

The Stow-Munroe Falls Public Library seeks a dynamic, upbeat, and friendly person to join its Adult Information Staff as the Local History Librarian. This position is responsible for preserving and promoting the history of Stow and Munroe Falls within our library and surrounding area. This position also works at the public service desk, selects materials, creates programming, and serves as a Passport Acceptance Agent & Passport Program Manager, and a Notary Public.

Required Qualifications:

- MLS from an American Library Association accredited school or equivalent with an emphasis in local history and special collections
- Excellent customer service skills
- Excellent analytical problem solving skills
- Excellent verbal and written communication skills
- Attention to detail
- Ability to assist patrons with technology, apps and devices
- Must be a U.S. Citizen (requirement to be a Passport Acceptance Agent and Notary)

- Creativity and ability to put together displays and programs

Preferred Qualifications:

- One year of customer service experience in providing friendly, fast-paced library services for adults and teens
- Office 365 experience
- Knowledge of appropriate preservation techniques
- Knowledge of current popular culture and popular adult authors

Schedule:

40 hours/week, including 1-2 evenings per week & rotating weekends

Pay Range:

\$16.40/hour

The Deadline to Apply:

Position Open Until Filled – Applicants who apply within two weeks of posting will be given first consideration.

How To Apply:

Please submit a letter of interest, resume, completed application form, and three professional references via email to:

Amy Garrett, Head of Information Services
agarret @smfpl.org
Stow-Munroe Falls Public Library
3512 Darrow Road
Stow, Ohio 44224

Employment applications are available at the circulation desk of the library or online at:

http://www.smfpl.org/library/employment_application_forms

No phone calls, please.

The Stow-Munroe Falls Public Library welcomes and values all people and strives to provide an inclusive environment for patrons and staff. We are responsive to the needs of the community, and seek to dismantle barriers, while providing equitable access and services to all people, regardless of race, ethnicity, age, gender identity, religion, sexual orientation, ability, or economic status. The Stow-Munroe Falls Public Library is an equal opportunity employer.

Posted on April 18, 2022

This posting expires May 18, 2022