

Adult Services Librarian

Adult Services - Warren, Ohio

The Warren-Trumbull County Public Library is seeking a friendly, energetic individual to join our vibrant Adult Services Department committed to public service as a full-time **Adult Services Librarian at the Warren Library location**. The ideal candidate will have strong knowledge of reference and reader's advisory service, a strong commitment to customer service and good interpersonal and communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides reference and reader's advisory service to customers of all ages in person and via telephone and email.
- Instructs users individually and in groups in the use of library materials and equipment, to include use of digital resources and online research resources.
- Presents information about library services and programs to individuals and groups.
- Prepares displays, bibliographies, fliers, brochures and other public relations materials as requested.
- Plans and presents programs for adults.
- Recommends for purchase a variety of materials, including books, magazines, and media, based on evaluation of reviews and current user needs/interests.
- Assists with collection maintenance by inventory, evaluation and weeding.
- Maintains a working knowledge of materials collections, trends in public services and the profession through in-service workshops, meetings, conferences, professional literature and organizational memberships.
- Above duties may include specialized activities related to specific parts of the collection (e.g., periodicals)

QUALIFICATIONS:

A Masters degree in library science from an ALA-accredited program is required. **Candidates currently pursuing an MLIS degree who will complete degree requirements by 12/31/2022 will be considered.** Knowledge of the principles of collection development and in using the Internet and various software programs. Knowledge of the principles of reference work. Knowledge of online and digital resources in a library setting. Prior public library experience helpful. Valid driver's license.

Please refer to the Core Competencies for Library Staff on the library's website, www.wtcpl.org. **\$20.64 hourly Starting.**

HOW TO APPLY

Apply online directly through the Library's careers website, <https://wtcpl.bamboohr.com/jobs/>.

Applications will be accepted until position is filled.