

Librarian – Public Services

SUMMARY:

The librarian of public services will be enthusiastic and passionate about fiction and reader's advisory. In addition, they will provide pro-active customer service, attend the service desk, assist in collection development and in the planning and implementation of programs and services for adults. The responsibilities include assisting patrons of all ages in locating and using library materials (including e-content and services) as needed.

DUTIES:

- Plan, develop, and implement adult programs in the library and possibly off-site.
- Select materials and maintain the various collections as assigned.
- Form and maintain relationships with patrons and community partners.
- Maintain awareness of technology and literature through professional reading, continuing education, workshop/event attendance, and/or organizational membership.
- Troubleshoot printers, computers, mobile devices, tablets, hot spots, and software issues as needed.
- Perform basic reference duties as necessary.
- Perform basic circulation and operational duties as needed.

QUALIFICATIONS:

- Bachelor's degree required.
- Master's Degree in Library and Information Science from an A.L.A. accredited school preferred.
- Valid Ohio driver's license required.
- Must successfully pass background and drug testing.
- Be adept with social networking tools and platforms.
- Familiar in use of the internet, Windows, Microsoft Office programs, and electronic devices including cell phones, tablets, hot spots, and laptops.
- Excellent written and interpersonal communication skills.
- Must be friendly, approachable, and provide a positive library experience to patrons.
- Possess excellent customer service, a strong service ethic, effective problem-solving skills, and adapt readily to change in the library environment.

WORK SCHEDULE:

Full-time 40-hour position. Must be willing to work weekdays, evenings, and Saturdays.

COMPENSATION:

The starting rate will be in the range of \$16.00 to \$20.00 per hour depending on qualifications and experience. Benefits package includes participation in the Ohio Public Employees Retirement System, health insurance, vision and dental plan, and a paid time off package including 10 holidays.

CONTACT:

Please send cover letter and resume to pamela.saganich@girardfreelibrary.org