



PUBLIC SERVICES PROFESSIONAL (PSP) - Outreach Focus - North Ridgeville/Columbia  
Full-Time 38 Hours  
Grade UH



**Basic Function:**

Performs paraprofessional and some professional library tasks in the public library system.

**Distinguishing Features of the Class:**

This classification requires the application of elementary principles of library and information science to assignments. The distinguishing features of this class include: direct public service reference and information responsibility, planning and presenting programs to the public, acting in charge in the absence of a manager as assigned, and independently solving routine library problems. May exercise functional supervision over the work of Public Services Associates and Aides. Librarians and/or Managers are available for assistance with difficult problems or situations.

**Characteristic Duties and Responsibilities:**

- Assists patrons on the selection, organization, and interpretation of library materials.
- Answers reference and information questions and conducts research when needed.
- Participates in collection development.
- Monitors and suggests corrections to the online catalog.
- Plans and presents various types of programs for all ages.
- Gives presentations to community groups.
- Represents the library at outside events.
- Attends professional meetings and workshops, and serves on committees.
- Plans and prepares displays, bulletin boards, bibliographies, and webliographies.
- May exercise functional supervision over Library Assistants and Library Aides as delegated by the manager.
- Assists with training new staff.
- May oversee services in branch or main library section.
- May act as in-charge of a building in the absence of a manager.
- Resolves problems and responds to complaints.
- Performs circulation functions as needed.
- Keeps abreast of current professional trends.
- Promotes and maintains a thorough knowledge of library services and programs.
- Special projects as assigned.
- May serve as a certified passport agent.

**Knowledge, Skills and Abilities:**

Excellent customer service skills required. Knowledge of library services and ability to learn basic library science techniques. Knowledge of the community. An ability to assess and meet community and patron needs. Must be team-focused, flexible, and willing to provide service to all ages. Must be inquisitive and eager to learn new things.

**Education, Training and Experience:**

Requires a bachelor's degree or equivalent and up to six months of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**OTHER:** Full-Time 38 hours, \$20.19 an hour. Excellent benefits. Schedule will include daytime, evening, and weekend hours (including Sundays), and may include six-day workweeks and split shifts. This position will be based at the Main and South Lorain locations, but may provide services in all service areas. Must have a valid driver's license and be insurable. Ability to drive to external service locations required. Will be required to drive a Library-owned van. This position plans and presents programs for all ages, including children, teens and adults and may be may be involved in technology programming, maker space programming and culinary literacy programming. Experience planning and presenting programs for all ages strongly preferred. Must have a track record of initiative, enthusiasm, and a passion for community engagement. The successful candidate will have excellent attendance habits and be comfortable working as an in-charge person as needed. Flexibility in scheduling required.

Closing Date for Internal: Sunday, October 1, 2023

Closing Date for External: Open until filled