The Upper Arlington Public Library is seeking an energetic, patron-oriented professional with solid organizational skills to join our Lane Road Branch. The position involves the identification, planning, delivery and evaluation of responsive, high-quality programs for children and teens. This position will work closely with the public including working at a public service desk and assisting patrons of all ages in the use of the Library, its materials, services and resources. This position performs youth outreach activities such as school visits, book talks and representing the library at community events. The position also performs a variety of duties especially as related to the organization and circulation of library materials and services, and in the absence of the Lane Manager the position provides operational guidance for Lane Branch staff and volunteers.

Please refer to the job description and schedule below for more details about this position.

**Job Summary:**

Participates in the daily operations of a branch library by serving patrons, maintaining collections, and planning and implementing special services and programming with an emphasis on serving Youth patrons and their families.

**Essential Functions:**

1. Designs, develops, and produces programs that reflect the diverse interests of patrons and their families with direction from the Branch Manager. Coordinates activities with the Marketing and Community Relations departments and other public service departments and library branches.

2. Coordinates the marketing of library programs with the Marketing and Community Relations departments.

3. Responsible for all aspects of library-sponsored programming including meeting rooms, equipment, supplies, funding and paperwork.

4. Serves as a collection and/or service specialist for the assigned department.

5. Maintains collection through reports, weeding and purchase suggestions based on community needs.

6. May select special collections, as needed.

7. Trains and/or oversees the work of volunteers. Coordinates workflows and assigns special projects.

8. Acts as branch supervisor as needed. Provides direction and tasks assignment for support staff. Resolves scheduling problems to ensure proper coverage for each station. Oversees opening/closing procedures.

9. Supports outreach efforts with School Librarians, Parent Teacher Organizations, school visits and school delivery.

10. Responsible for coordinating larger youth initiatives per location including Summer and Winter Reading programs and events.

11. Provides patron assistance with circulation of materials including checking in and checking out items and retrieving held items.

12. Responds to general questions and specific questions relating to library accounts including collections.

13. Monitors and provides guidance to patrons in the use of library facilities, equipment, and services. Instructs patrons on the use of computer-based library catalog and computer programs.

14. Responds to basic questions on the availability and location of library materials. May place holds on patrons’ behalf. Contacts patrons regarding circulation and materials issues.

15. Promotes and educates patrons on the use of online resources such as the library catalog and digital resources.


17. Responds to reference questions using all formats available and performs reader’s advisory.

18. Assists in the development of reader’s advisory tools including booklists, bibliographies, and displays.

19. Retrieves and processes items that have been requested to be held at current location or sent to other locations for pickup.
21. Shelf reads assigned areas and re-shelves out of place items.
23. Maintains reserved items.
24. Identifies materials in need of repair/replacement and takes appropriate action.
25. Conducts items searched as assigned.
26. Serves as staff in charge, as needed.
27. Oversees opening and closing procedures.
28. May count money, reconcile with reports, and prepare deposits.
29. Confers with community groups and organizations to identify needs and promote use of services, programs, and facilities.
30. Contributes print and digital content for the Library as required.
31. Keeps abreast of current trends, technology, and new professional techniques; participates in the activities of professional and related organizations.
32. Serves on library committees as assigned.
33. Follows library safety and emergency procedures.
34. Reports maintenance and safety issues to supervisor and/or Facilities personnel.
35. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:
- Knowledge of public library reference tools, including web and database searching and evaluation as well as the standards, practices, and techniques of reference service.
- Considerable knowledge of literature, reference, informational and other library materials, programming, and services.
- Effective customer service and interpersonal skills, including the ability to communicate verbally and in writing in English.
- Proficiency in word processing, spreadsheet, and electronic database programs.
- Competent in the use of Windows-based computer programs.
- Valid Ohio driver's license and proof of insurance.

Education and Experience:
- Master's degree in library science from an American Library Association (ALA) accredited school in library science.
- Two years library experience preferred.

Physical and Environmental Conditions:
- The work environment involves everyday risks or discomforts that require normal safety precautions typical of libraries and offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- The noise level in the work environment ranges from quiet to moderate.
- Considerable mobility including, but not limited to, extensive periods of walking, bending, sitting, lifting weights up to 20 pounds, and pushing full book carts.
- Manual dexterity sufficient to perform general typing and computer skills.
- Calm and focused handling of interruptions and distractions.
- Periodic intense concentration and sustained viewing of a computer monitor.
- Position requires working irregular hours, including evenings and weekends.
- Some local travel by personal automobile may be required.
**Hours/Schedule:**
Full-time including one evening per week and one weekend per month

**Compensation:**
$48,360 – 53,248 per year. Starting salary commensurate with experience.

For more information or to apply for this position, visit the Career Opportunities section of our website at [www.ualibrary.org](http://www.ualibrary.org).