The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking a full-time (40 hours per week) Adult Services Specialist to help us fulfill our Mission and Values and demonstrate our Customer Service Philosophy.

**Essential Duties & Responsibilities**

- Provide outstanding, pleasant, professional customer service to our patrons.
- Provide reference assistance to patrons, including research assistance, in depth searching, digital collection troubleshooting, and specialized reader’s advisory service to adults, children, teachers and special groups.
- Select materials in assigned areas, maintaining the collection, including evaluation, reporting, weeding, filling of subject gaps, and comprehensive planned upgrades of collection.
- Actively publicize and promote library materials, services and programs to public and staff.
- Design and deliver programs and training on variety of topics for audiences of all ages within the library, the community, and at organizations inside the library’s service area.
- Provide assistance with computer workstations, laptops, supported software, printing services and patron personal electronic devices.
- Perform opening and closing procedures.
- Perform other responsibilities as apparent or assigned.

**Required Skills & Knowledge**

- MLIS or related Master’s Degree from an ALA accredited program. Will consider Bachelor’s degree.
- Minimum of two years professional library experience.
- Strong customer service orientation with two years of experience serving the public.
- Superior working knowledge of traditional and electronic resources including Web sites and databases; excellent online searching skills.
- Experience with desktop publishing, web and MS Office software.
- Excellent written and verbal communication skills.
- Collaborative with demonstrated ability to contribute in a team environment, creative, with a good sense of humor.
- Self-motivated, organized, efficient, and productive with excellent time management skills.
- Previous programming, training, and/or technology instruction experience.

**Compensation & Benefits**

- Starting wage is $22.85/hour with MLIS or $18.96/hour with Bachelor’s degree
- Excellent benefits package including participation in the Ohio Public Employees Retirement System (OPERS)

**Schedule of Hours**

<table>
<thead>
<tr>
<th>Daily Schedule</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>1:00 pm – 9:00 pm</td>
<td>Woodbourne Library</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9:00 am – 5:00 pm</td>
<td>Woodbourne Library</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:00 am – 5:00 pm</td>
<td>Centerville Library</td>
</tr>
<tr>
<td>Thursday</td>
<td>1:00 pm – 9:00 pm</td>
<td>Woodbourne Library</td>
</tr>
<tr>
<td>Alternating Saturday 1</td>
<td>9:00 am – 5:00 pm</td>
<td>Centerville Library</td>
</tr>
<tr>
<td>with Friday 2</td>
<td>10:00 am – 6:00 pm</td>
<td>Centerville Library</td>
</tr>
</tbody>
</table>

- Non-exempt, bargaining unit position; will require working on Sundays per scheduling guidelines

**To Apply**

To be considered for this position, please submit cover letter, resume and WCPL application to: Human Resources – ASL624WP, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to HumanResources@wcpl.lib.oh.us.

- WCPL Application can be found at [www.wclibrary.info](http://www.wclibrary.info) under Employment

All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check.