



Adult Services Specialist

Centerville, Ohio

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

| Daily Schedule | Hours | Location |
|---|---|--|
| Monday | 1:00 pm – 9:00 pm | Woodbourne Library |
| Tuesday | 9:00 am – 5:00 pm | Woodbourne Library |
| Wednesday | 9:00 am – 5:00 pm | Centerville Library |
| Thursday | 1:00 pm – 9:00 pm | Woodbourne Library |
| Alternating Saturday 1 with Friday 2 | 9:00 am – 5:00 pm 10:00 am – 6:00 pm | Centerville Library Centerville Library |

- 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 – **ASLS624WP**, 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 under Employment

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