

Orrville Public Library currently has an opening for a part-time Reference Technician in the Adult Services Department. This position is 12 hours, which will include evenings and Saturdays. The job description follows. Application forms can be found at our website, www.orrville.lib.oh.us. Please submit your completed application and resume to pearl.gasser@orrville.lib.oh.us. This position will be open until filled. First consideration will be given to applications received by close of business on Friday, July 21, 2024.

Orrville Public Library Job Description

Reference Technician – Adult

Labor Grade 9

Position begins at \$15.50 per hour

Description:

The Reference Technician - Adult is primarily responsible for providing reference and reader's advisory services to patrons of all ages, with emphasis on adults and teens. The Reference Technician - Adult also assists with collection development and adult programming. May assist with teen services.

Department: Adult Services

Reports to: Adult Services Manager

Positions Supervised: None

Minimum Qualifications:

- Minimum of two years of college, bachelor's degree preferred, and appropriate experience.
- Excellent customer service skills.
- **Strong technology skills.**
- Knowledge of library services and operations.

Requirements:

- Communicate effectively, in written and verbal format, with patrons and co-workers.
- Present a positive professional image to the public.
- Maintain confidentiality.
- Provide excellent customer service, exhibit a courteous and respectful attitude.
- Organize, prioritize, and coordinate multiple tasks.
- Work a flexible schedule, including evenings and weekends.
- Develop and maintain effective working relationships with supervisor and co-workers.
- Willingness to learn and use current and future technology.
- Successful completion of a criminal background check for applicants over the age of 18.

Responsibilities:

- Answer reference questions and provide readers' advisory services to patrons.
- Provide patrons with technology and e-media assistance and instruction.
- Assist with collection development through inventory, evaluation, and weeding.
- Maintain a working knowledge of collections and trends in adult and teen literature.
- Create literacy-themed displays that help market the collection.
- Actively promote building-wide programs, services, and resources.
- Overall responsible for building in absence of management team, including opening and closing duties.
- Participate in department meetings and continuing education opportunities.
- Assist with maintaining department records and statistics.
- Assist with Memory Lab digitization equipment.
- Assist with research for patrons (Courier Crescent/databases/local history).
- Plan, prepare, and present engaging programming, both in-house and off-site, to adults and teens in the community.
- Perform other duties as assigned.