



NORWALK PUBLIC LIBRARY

46 WEST MAIN ST., NORWALK, OH 44857

419-668-6063

The Norwalk Public Library is looking for its newest team member!

Position Summary: (Adult Coordinator) This position is responsible for providing leadership, vision, and oversight to the library. The coordinator will oversee the adult collection, including placing book orders. Assists with public programming, outreach, and promotional events. They will keep abreast of current events, new technology, and resolves basic technical issues with library equipment and other devices for staff members and the general public. This position requires unbridled enthusiasm and a genuine love and understanding of our library patrons' unique interests and needs. Circulation duties and tasks to assist patrons with library services will also be required.

Education and Experience:

A combination of education and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Minimum 3 years public library experience, supervisory experience a plus. An associate degree or equivalent course work is preferred. Employee will have familiarity with collection development, current events and trends, readers advisory, and Microsoft Office Suite.

Characteristics of the Desired Applicant: Must be 21 or older, have a passion for public libraries, **must** be an outgoing, friendly person with a great sense of humor, should be able to tolerate working in complete silence and mass chaos, comfortable with corny jokes and laughter. Organization, public speaking, and public library experience will contribute to being a successful team member.

The Good Stuff: \$15-\$18 per hour; vacation, sick leave, personal leave, paid holidays, OPERS, and medical insurance.

37.5 hours per week- Variable schedule **must** be able to work days, evenings, and weekends

Email Resume and Cover Letter to the Director, Stacey Church

stacey.church@norwalk.lib.oh.us or if you prefer to apply online, posting is available on Indeed.

NPL is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.