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**FULL-TIME POSITION OPEN**

**LIBRARIAN-ADULT SERVICES, NORTH RIDGEVILLE BRANCH**

**(Grade UJ)**

**Basic Function:**

Performs a variety of moderate to highly complex technical and administrative tasks requiring considerable thought and analysis related to the delivery and the management of public library services and operations.

**Distinguishing Features of the Class:**

This classification performs professional librarian tasks that require the incumbent to possess a master of library science degree. The incumbent is expected to apply the full range of modern library principles and practices in executing assignments. The distinguishing feature of this class is that duties include identifying community needs and developing a program to meet them through the application of professional librarian knowledge, skills, and abilities. Supervision may be exercised over a small number of subordinates; however, final selection, disciplinary and termination powers are not assigned to this position. The work is performed under the general supervision of a higher level Librarian depending upon the nature of the assignment. As a Librarian gains on-the-job experience, tasks of increasing difficulty are assigned. A Librarian may substitute for a higher level Librarian in the latter's absence.

**Characteristic Duties and Responsibilities:**

Assists patrons on the selection, organization and interpretation of library materials. Answers reference questions in person or by telephone and conducts the needed research involved. Designs and offers a variety of educational and training programs for patrons, patron groups and employees to assure that community members of all ages and employees have the skills needed to locate, evaluate and use information resources of all types. Reads and evaluates reviews and recommends selection; continually reviews collection for the purpose of removing old or infrequently used materials. Participates in materials selection for one or more specialized subject fields and manages a variety of information or bibliographic files. Monitors and suggests corrections to the online catalog. Designs, coordinates, oversees, plans and presents innovative programs that meet the changing needs of children and adults. Gives book talks to library and to civic groups and writes book reviews. Serves on system-wide and professional committees. Plans and prepares displays, bulletin boards, bibliographies, and webliographies. Keeps abreast of current trends and new professional techniques; participates in the activities of professional and related organizations. Prepares and implements project or grant proposals and reports on their progress. Assists in directing, supervising staff and services in a unit; may assist in the selection and evaluation of staff.

May be in charge of an assigned area. Identifies library and information needs of adults, children, young adults or special population groups and plans specialized services. Responds to complaints and reports on the resolution or nonresolution of the problem. Interprets and assures the implementation of official library policy.

**Knowledge, Skills and Abilities:**

Good knowledge of professional library science skills; good knowledge of reader interest levels; ability to interpret community needs and develop work programs; ability to speak and write effectively; resourcefulness; initiative; tact and courtesy; ability to work in a team environment; good professional judgment.

**Education, Training and Experience:**

Requires a master of library science degree issued by an ALA-accredited library school and up to one year of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**SUPERVISOR**: North Ridgeville Branch Librarian Supervisor

**OTHER**: Full-time position, 38 hours per week. $34,947-$41,469 excellent benefits. Schedule will include daytime, evening and weekend hours (including Sundays) and may also include working six day work weeks and/or split shifts. MLS from ALA-accredited library school. Duties will include public service information work, planning adult programming, materials selection; collection management, community outreach, covering the Information Desk (Adult and Children), will supervise subordinate staff, patron assistance with public computers, and computer training classes. Requires excellent customer service skills and experience in database and Internet searching and word processing required. Excellent computer skills including knowledge in use of computer hardware and experience in using computers for word processing and other software applications required; person in this position frequently assists computer users who have varying skill levels.  Experience in use of online databases, including the Internet, required. Must teach staff and public computer classes. Experience in use of eReaders required.

**Closing Date for External Applications**: Open until filled with consideration for completed applications returned by Friday, August 29, 2014

**Apply To**: Administrative Office, Lorain Public Library System, 351 Sixth Street, Lorain, Ohio 44052

\*LPLS EMPLOYEES MAY APPLY IN WRITING TO THE DIRECTOR PER ARTICLE VII OF THE CBA.

**EEO/AA/EQUAL ACCESS AGENCY**