Please send an application, cover letter and resume by November 30, 2014 to Mr. Gary Branson, Executive Director, Marion Public Library, 445 East Church Street, Marion, OH 43302 or e-mail [psiegfried@marionlibrary.org](mailto:psiegfried@marionlibrary.org). An application can be picked up at our Patron Services desk or found on our web site [www.marionlibrary.org](http://www.marionlibrary.org).

No experience needed. December graduates encouraged to apply.

**Position Title:** Librarian

**Department:** Patron Services

**Immediate Supervisor:** Patron Services Department Head

**Pay Grade:**  19 ($17.88-$25.01)

**Qualifications:** ALA accredited MLS

Evening and weekends regularly scheduled.

**Position Description:** Provides general reference and Readers’ Advisory service in addition to working with patron accounts at the Patron Services Desk. Responsible for collection development and public services as assigned.

**Essential Duties and Responsibilities:**

1. Provides reference and Readers’ Advisory services for the Patron Services Desk.
2. Responsible for collection development duties as assigned.
3. Keeps abreast of trends in publishing and literature.
4. Keeps abreast of databases used for genealogy/reference research and assists patrons in the use of the best databases for their particular needs.
5. Assists in arrangement and development of services and programming for the public.

**Required Abilities:**

1. Manipulates library materials up to 15 pounds
2. Maneuvers loaded book carts over carpeted floors
3. Follows oral and written instructions.
4. Must have excellent people skills and be able to assist patrons in a patient and friendly manner.

NOTE: *This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Marion Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*