



STAFF AD

POSITION AVAILABLE

Licking County Library

Adult Services Coordinator (Full-Time)

Main Library: Newark, Ohio

Under the general supervision of the Public Services Manager, the Adult Services Coordinator manages the Adult Services Department and performs a variety of duties as they relate to the Library System’s day-to-day service to adult readers, researchers, AV customers and plans and presents programs and services for adults.

This is a full-time position; 37.5 hours per week. The successful candidate will work a varying schedule including days, evenings, and weekends, Monday through Saturday. The successful candidate may be required to work on Sundays at the Main Library.

Minimum Qualifications and Principal Duties

- Master’s in Library Science Degree from an accredited college or university required with an emphasis in Adult Services.
- Three years’ supervisory experience required.
- Valid Ohio driver’s license and access to a vehicle to provide own transportation when participating in off-site library business.
- Library certification from the Ohio Library Council, preferred.
- Must successfully pass a background check.

See complete job description, which is attached.

Pay Rate

The pay for this position starts at \$20.55/hour. Exempt Position. This position is eligible for the library’s fringe benefit package. A current employee who is already in this salary range will stay at his or her current rate.

Application Procedure

Apply online at www.lickingcountylibrary.info and click on “Careers” in the lower right hand corner and click on “Current Job Openings.” Applications received by 5:00 p.m., **Monday, October 23, 2017** will be given first consideration. Position will remain open until filled.

Applicants should submit with online application:

- Cover Letter
- Resume

The appointment of the successful applicant will be made pursuant to Section 1.210 of the *Staff Handbook*.

The Licking County Library is an equal opportunity employer.



Main Library
101 W. Main St
Newark, OH 43055
740.349.5553



Bookmobile
101 W. Main St
Newark, OH 43055
740.349.5560



Buckeye Lake
4455 Walnut Rd King
Plaza Buckeye Lake,
OH 43008
740.928.0472



Emerson R. Miller
990 W. Main St
Newark, OH 43055
740.344.2155



Hervey Memorial
P.O. Box 512
15 North Main St
Utica, OH 43080
740.892.2400



Hebron Library
934 W. Main St
Hebron, OH 43025
740.928.3923



Mary E. Babcock
320 N. Main St
Johnstown, OH
43031 740.967.2982



24/7 Library
8660 E. Broad St
Reynoldsburg, OH
740.349.5553