

**Wayne County Public Library**

**Wooster/Main Library**

**Position Opening**

***Title:*** Reference Librarian at Wooster Library ***Date Posted****:* May 7, 2018

***Job Responsibilities:*** Under general supervision, the Reference Librarian provides direct reference and reader's advisory service to the public in person, by telephone, internet or mail using materials in a variety of formats appropriate to the reading level and interest of the patron, and assists patrons in locating library materials.

***Qualifications:*** Master's degree in library science (American Library Association accredited school required). Students pursuing an ML(I)S degree may be considered. Must possess a valid Ohio driver’s license with an acceptable driving record.

***Working Conditions:*** Full-time, approximately 40 hours per week.

***Ability to work a flexible schedule including evenings and weekends***

***Knowledge of:*** Library policies and procedures\*, Dewey Decimal Classification System\*, customer interest levels\*, Library materials\*, programs and services\*, computer software and electronic information resources\* (\*may be acquired after hire.)

***Skills and Abilities to:*** *P*resent a positive, professional image to the public; interact and respond appropriately to patrons and staff; develop and maintain effective working relationships with supervisor and staff; communicate effectively in written and oral form; maintain confidentiality.

***Illustrative Duties***: Maintains working knowledge of the collections and services available. Reads reviews and other information resources. Maintains assigned areas of the adult collection by selecting appropriate materials for selection and evaluating older materials for retention. Weeds assigned sections of the collection and evaluates dated, damaged or worn materials and discards as needed. Collects data and compiles reports as needed. Creates displays to enhance the Library collection and to promote library materials. Composes bibliographies, book/media reviews, library user guides.

***Pay Range***: Starts at $14.91 per hour

***Application Procedure:*** Applications may be obtained at any of our locations or downloaded online at www.wcpl.info. Completed library applications and resumes may be emailed to: jobs@wcpl.info or mailed to:

Wayne County Public Library

P.O. Box 1349

Wooster, OH 44691.

Attn: Human Resources Coordinator

***Deadline:*** Open until filled

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry