**Clark County Public Library Employment Opportunity**

**Job Title:** *Children’s and Teen Services Librarian* ***|*** *Full-time* ***|*** *Grade: 21* ***|*** *FLSA – Non-Exempt*

**Location:** Main Library – Lenski Children’s Center, 201 S. Fountain Ave, Springfield, Ohio

Under direction from the *Head of Children’s*, the *Children’s and Teen Services Librarian* interacts with the public and staff members and assists with the administration and coordination of youth services.

**EDUCATION & EXPERIENCE REQUIRED:**

* Master’s degree in Library Science (MLS or MLIS) from an ALA-accredited college is required; specialization in children's services preferred

* Applicants within six (6) credit hours or less toward completion of an M.L.I.S. degree will be considered and would begin as a Library Associate II Grade 18, at $18.09 per hour and would assume the Children’s Librarian position upon successful completion of the M.L.I.S. program

* Experience working in a public library desired

**PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:**

* Provide prompt, accurate assistance for patrons
* Involvement with children’s programs from infants to teens; library tours and public presentations
* Provide Readers’ advisory services, recommend age appropriate materials
* Assist with maintaining the young adults’ and children’s collection
* Interpret community interests, concerns; assist in developing and maintaining appropriate library services and collections
* Promote youth services programs and encourage community partnerships
* Provide support supervision to *Head of Children’s* as assigned

**QUALIFICATIONS/REQUIREMENTS:**

* Thorough knowledge of children’s and young adult literature; prefer experience with youth programming, Summer Reading Program events, and youth collection development

* Strong organizational, written, and verbal communication skills
* Professionally and appropriately respond to patrons and staff; ability to work independently and with others
* Proficiency with trending technological advances pertinent to library environments
* Knowledge of research techniques and library automation systems (*Polaris* systems a plus)
* Department operates 7 days a week; must be willing to work flexible schedule including evenings and weekends
* Possession of a valid Ohio Driver’s license or ability to obtain one
* Employment offer conditioned upon satisfactory pre-employment background and reference checks
* Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process. Please see *Position Description* for detailed physical requirements

**Salary | Benefits:** $19.09 per hour/40 hour week. Section 125 health insurance plan available (Medical, Dental, Vision), employer-paid life insurance; 10 paid holidays, 4 wks. vacation, and sick leave according to CCPL Personnel manual guidelines. Ohio Public Employees Retirement System membership; Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B).

***Visit*** [***Children's & Teen Serv. Librarian***](https://ccplohio.org/childandteenlib/) ***for submission requirements and complete Position Description***

**Review of complete applicant packets begins immediately upon receipt*.*  *OPEN UNTIL FILLED.***

 ***Clark County Public Library is an Equal Opportunity Employer***