



60 S. High Street, Akron, Ohio 44326

POSITION AVAILABLE

JOB TITLE: **LIBRARIAN (ADULT SERVICES)**

DATE: **SEPTEMBER 7, 2021**

LOCATION: **BUSINESS, GOVERNMENT & SCIENCE**

HOURS: **Full-time (37.5 hours), including evening and weekend hours**

SALARY: **Grade 11, \$20.56/hr, Non-Exempt**

ABOUT THE LIBRARY

Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset that provides resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life. We've been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction.

We seek an Adult Librarian to work collaboratively with the Business, Government and Science Department's team and with the ASCPL system as a whole while exhibiting the ASCPL Core Values of Excellence, Service, Learning, and Diversity and Inclusion. The position is based in our Main Library location, close to a variety of dining and shopping options.

We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

DUTIES & RESPONSIBILITIES:

- Help the manager and Library fulfill the Library's mission and implement core values.
- Advise and assist customers in a friendly and accessible manner with the selection, organization, and navigation of Library materials; research and answer reference questions and provide guidance in the use of online resources; compile bibliographies and locate hard-to-find reference materials; develop materials lists, reference guides, and displays to promote Library services; maintain special files, collections, indexes, and databases; and cover service points outside subject division as needed.
- Provide Library service with an emphasis on customer and community service.
- Perform collection maintenance duties, including creating displays, weeding, and arranging materials for improved access; communicate and collaborate with Centralized Collection Development staff regarding customer and community trends and interests.
- Consistently represent the Library to its customers in a positive way and adhere to established customer service guidelines, procedures, and manager expectations; understand, analyze, and solve varied reference questions by supplying information well-suited to the user, which could include directing customers to other divisions, agencies, or resources for additional help; interpret the Library's policies and procedures to the public in a customer-responsive manner.
- Help customers in the use of computers, printers, copy machines, e-readers and other equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Required: A Master of Library and Information Science degree from an ALA-accredited School of Library and Information Science. Obtain Consumer Health Information Specialization from the Medical Library Association within one year after start state. Strong customer service skills. Demonstrated knowledge of the principles and practices of library and information science. Demonstrated knowledge of customer interests, Library materials, programs, and services. Ability to plan and conduct programs for Library customers. Demonstrated ability to think and work independently using sound professional judgment. Strong organizational, interpersonal, verbal, and written communications skills.

Preferred: Previous library experience. Ohio Public Librarian Certification.

Applicants with 7 credit hours or less towards completion of the MLIS will also be considered under certain conditions. Individuals hired under these conditions will begin as a Public Service Assistant III, Grade 10, Step 1 (\$19.42/hr), and upon confirmation of completion of the MLIS degree will be moved to Librarian, Grade 11, Step 1 (\$20.56/hr).

DEADLINE FOR APPLICATION: **Open until filled**

For consideration, applicants for this position must either submit a resume including salary history and a cover letter indicating previous applicable experience and training or complete an Employment Application in the Human Resources Department at Main Library. Resumes should be emailed to: library-HR@akronlibrary.org or should be mailed to: Human Resources, Akron-Summit County Public Library, 60 S. High Street, Akron OH 44326-0001. For more information about the Akron-Summit County Public Library system, please visit our website at www.akronlibrary.org.

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER