

LIBRARIAN, ADULT SERVICES

Do you enjoy providing top-rated customer service? Are you enthusiastic about helping adults? Do you want to be part of an all-star team that provides a valuable resource to the community? We have an opening for a Full-time Adult Librarian at Cuyahoga Falls Library.

The Cuyahoga Falls Library's mission is to connect people with the world of ideas, information, and imagination by providing access and professional guidance to resources that inform, entertain and enrich.

This position assists in accomplishing that mission by:

- Providing information and reader's advisory service in person, over the telephone, by email, and by chat.
- Plans and conducts adult programs and outreach.
- Assists and instructs the public in using the library's collection and equipment, including the catalog and the Internet.
- Assists with collection development and merchandising displays.
- May serve as Person in Charge (PIC).

Education/Experience

- A Master's of Library and Information Science degree from an accredited college or university is required (applicants with seven credits or less towards completion of MLIS will be considered under certain circumstances).

Essential Functions/Knowledge of the Position

- Enthusiastic about excellent customer service for internal and external customers
- Ability to communicate effectively, orally, and in writing
- Cooperative, flexible, reliable, and positive attitude
- Works well independently and as a team member

- Plans, implements, and evaluates appropriate adult programming that is responsive to service area demographics and community demand
- Advises and assists adults and teens in their use and evaluation of library materials and information sources
- Actively promotes and markets the use of the Library and library resources/programs
- Confident, experienced, and the ability to instruct in the use of various forms of technology, including digital devices and MakerSpace equipment
- Willingness to explore and research solutions to software and hardware problems as they arise
- Collaborates and assists staff with various tasks and projects as directed
- Participates in staff meetings & library committees and attends training as required

Skills and Abilities

- Interpret and apply the Library's regulations, policies, and procedures
- Organize and prioritize multiple tasks
- Skill in operating a personal computer, PC applications, and use of electronic resources as used in libraries
- Ability to maintain awareness of ongoing technological advances and how they apply to the public
- Present a professional image
- Develop and maintain an effective working relationship with supervisor and co-workers
- Continue obtaining new skills and knowledge
- Maintain confidentiality
- Collaborates and participates in community partnerships through outreach and community engagement events
- Demonstrate physical strength and flexibility necessary for the job

- Exercise independent judgment and discretion
- Prepare accurate documentation and reports
- Maintain regular and reliable attendance, observing a flexible schedule as needed

Position Type and Expected Hours of Work

This is a full-time position, 37.5 hours a week. Days and hours of work vary by schedule. Evening and weekend work will be required. The pay is \$18.91/hr.

If you are interested in this exciting opportunity, email:

employment@fallslibrary.org or mail to Cuyahoga Falls Library, 2015 Third Street, Cuyahoga Falls, OH 44221 a resume or application (available at <https://fallslibrary.org/about/careers/>).