



NORWALK PUBLIC LIBRARY

46 WEST MAIN ST., NORWALK, OH 44857

419-668-6063

The Norwalk Public Library is looking for its newest team member!

Position Summary: (Adult Supervisor) Professional supervisory position responsible for assisting Director with all aspects of managing the adult department; including collection development, technology, and onboarding new employees. Provides leadership, vision, and oversight to the library. Will be responsible for coordinating, planning, and executing programming and training. Keeps abreast of current events, new technology, and resolves technical issues with library equipment and other devices for staff members and the general public. Assists with public programming, outreach, and promotional events. This position requires unbridled enthusiasm and a genuine love and understanding of our library patrons' unique interests and needs. Circulation duties and tasks to assist patrons with library services will also be required.

Education and Experience:

A combination of education and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Minimum 3 years public library experience, must have some supervisory experience. An associate degree or equivalent course work is preferred. Employee will have familiarity with collection development, current events and trends, readers advisory, and Microsoft Office Suite.

Characteristics of the Desired Applicant: Must be 21 or older, have a passion for public libraries, must be an outgoing, friendly person with a great sense of humor, should be able to tolerate working in complete silence and mass chaos, comfortable with corny jokes and laughter. Organization, public speaking, and supervisory experience will contribute to being a successful team member.

The Good Stuff: \$18 per hour; vacation, sick leave, personal leave, paid holidays, OPERS, and medical insurance.

37.5 hours per week- Variable schedule must be able to work days, evenings, and weekends

Email Resume and Cover Letter to the Director, Stacey Church

stacey.church@norwalk.lib.oh.us or if you prefer to apply online, posting is available on Indeed.