



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

Job Title: Adult Services Librarian (Full-Time)

Immediate Supervisor: Head of Adult Services

Positions Supervised: None

FLSA Status: Non-Exempt

Position Summary:

Under the general supervision of the Head of Adult Services provides innovative adult service support, programs and outreach.

Principal Responsibilities:

- Provides assistance and support at public service desks including answering patron questions, readers' advisory, catalog and computer use, downloadable eMedia and mobile device usage, database instruction and local history and genealogy support.
- Participates in collection development including the selection and weeding of library resources.
- Develop, promote, and execute innovative educational, cultural, and technology-based programs both virtually and in-person.
- Promote library activities and services through social media tools, e-mail newsletters, the library's website as well as brochures and other print media.
- Conduct technology training, provide technology support, troubleshoot basic printer, computers, mobile devices and software issues, update and help maintain the library's Adult Services web pages.
- Works collaboratively with library colleagues to provide the highest quality customer service.
- Assists with special projects as needed and performs other duties as assigned.

Required Experience, Skills, Knowledge and Abilities:

- Possess strong customer service skills.
- Excellent verbal and written communications skills.
- Demonstrates respect for diversity, equity and inclusion of cultural values.
- Proficient with emerging technologies and their application in library setting.
- Has strong organizational skills with the ability to set priorities and multitask.
- Skilled in assisting customers with a wide variety of hardware and software (in both MAC and PC environments) including MS Office products; the ability to effectively troubleshoot basic printer, computer, mobile device and software issues.
- Knowledgeable about mobile devices such as tablets and Apple products, digital imaging, audio/visual equipment; 3D printers, and HTML/Wordpress.
- Experience with social media, email and marketing communications in a library setting preferred.
- Familiar with live streaming using platforms such as Zoom, Facebook, and YouTube. Knowledgeable about best practices related to audio/video production, and podcasting a plus.
- Experience with updating web pages preferred (knowledge of HTML/CSS and WordPress a plus).
- Flexibility in schedule with ability to work nights and weekends as required.

Education and Experience:

- Master's Degree in Library/Information Science accredited by the American Library Association.
- Previous library experience preferred.