

Swanton Public Library seeks an Adult Services Librarian.

Cover letter and resume with 3 references can be e-mailed to: mveld.spl@gmail.com or can be mailed to:

Marian Veld, Swanton Public Library, 305 Chestnut Street. Swanton, OH 43558

Applications accepted until position filled.

Wage: \$16.98 to \$25.09/hr based on experience

Job Position – Adult Services (Full Time)

Responsible To: Director

Job Description

An Adult Services Librarian provides customer service, staffs the circulation desk, assists in collection development and in the planning and implementation of programs and services for adults. The Adult Services Librarian also demonstrates working knowledge of the principles and practices of public librarianship.

Personal and Professional Attributes

All Swanton Public Library employees are expected to exercise sensitivity when working with others, display common sense and good judgment, actively promote the Library to the public, uphold the highest level of confidentiality, honesty and integrity, and represent the Library in a positive and professional manner at all times.

Knowledge Base, Skills, and Experience

- MLS or MLIS degree from an ALA-accredited program or a Bachelor's degree in a related field or two (2) years of any equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- Ability to manage multiple tasks and issues simultaneously and to appropriately react to changing demands, priorities and situations.
- Ability to establish and maintain effective relationships with customers, staff and patrons.
- Ability to perform detail-oriented duties accurately.
- Strong communication, writing and speaking skills
- Strong interpersonal skills. Creative, motivated, outgoing and able to build relationships at all levels.

- Self-starter, team player and able to work independently.
- Practice sound conflict management, negotiation and problem-solving skills.
- Is passionate about working in a team-based and customer-focused environment.
- Monitor current literature for patterns, themes and titles of potential interest to customers.

Responsibilities and Duties include but are not limited to:

- Advise the Director on matters related to department and library-wide operations.
- Assist with collection development activities such as redistribution, purchase suggestions, and weeding.
- Ability to work a varied schedule, including evenings and a few hours on occasional Saturdays.
- Plan and provide adult programs for the library.
- Prepares signage and departmental marketing materials according to Library guidelines and standards.
- Assist with the creation and maintenance of displays.
- Addresses customer complaints and concerns as appropriate.
- Provide reference and reader's advisory service to phone-in, walk-in and web-based reference questions.
- Assist with general desk duties.
- Attend professional workshops, continuing education courses, and regional and network seminars and meetings.
- Represent the library to community groups as assigned.
- Order supplies for the library and programs as needed.
- Evaluate and prioritize the needs of the library's adult services on a regular basis, set priorities and complete projects independently and as a member of a team.
- Work under minimal supervision and give supervision to others as directed.
- May represent the library at community outreach events such as parades, festivals, etc.