**Adult Services Specialist**

Full-time: 35 hours/week including some evenings and weekends

**Salary**

Compensation is contingent upon experience and education. Benefits include vacation, holiday, and sick leave; OPERS retirement; life insurance; eligible for insurance

**Qualifications**

* High school diploma or G.E.D. equivalency
* Professional library experience preferred, or equivalent experiences indicating an ability to assume the responsibilities involved
* Excellent customer services and communication skills
* Provide own transportation in fulfillment of job duties

**Job Responsibilities**

Duties include but are not limited to:

* Plan, develop, and facilitate all adult programs and events unless managed by other staff
* Developing and maintaining the library’s adult fiction and adult large print collections
* Create and maintain an adult program display
* Plan and facilitate the Adult Summer Reading Program; maintain a budget and keep participation records
* Run and attend to monthly maintenance reports
* Manage circulating and reference inventory periodically
* Repair damaged AV discs
* Represent the library by participating in community events
* Participate in continuing education activities to foster professional and personal growth
* Participate in regular staff duties which include but are not limited to: pack and unpack materials for daily shipment, circulation desk duties: helping patrons, checking in and out materials, shelving materials and neatening library spaces

**Job Requirements**

* Ability to deal tactfully and courteously with the public, and to establish and maintain effective working relationships with coworkers
* Ability to interpret community interests and needs, and to aid in planning appropriate library services and programs
* Excellent oral and written communication skills, interpersonal skills, and organizational skills
* Experience with computers and other common office equipment
* Ability to work with limited supervision
* Knowledge of Library policies, services, and programs
* Physical agility and strength to bend, reach, lift, and carry up to 25 lbs.

Interested persons should submit a cover letter and resume to:

**Tiana McKay, Interim Director**

**Milton-Union Public Library**

560 S. Main St.

West Milton, OH 45383

937-698-5515

[mupldirector@seolibraries.org](mailto:mupldirector@seolibraries.org)