



**Adult Services Librarian (Part-Time)
Revised September 18, 2024**

Library Location: Monroeville Public Library-34 Monroe Street, Monroeville Ohio 44847

Position Hours: Up to 20 hours per week- including day/night/weekend hours

POSITION SUMMARY

The Adult Services Librarian provides a wide variety of basic public, technical and clerical services including information and reference service, reader's advisory, circulation services and administrative support. The Adult Services Librarian is responsible for all adult programming. This is a part-time position not eligible for benefits.

REPORTING RELATIONSHIPS

Reports to the Library Director

MAJOR RESPONSIBILITIES

1. Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, collecting fines and shelving books.
2. Maintains library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays and performing light cleaning and/or organizing tasks.
3. Provides reader's advisory, reference and other patron assistance service.
4. Works proficiently with basic computer software.
5. Assists patrons with computer use and troubleshoots basic computer and office equipment problems.
6. Maintains up-to-date knowledge of Overdrive and issues surrounding the use of e-materials.
7. Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement and keep updated on library plans and activities.
8. Assists with opening and closing duties.
9. Attends continuing education classes and/or webinars that are relevant for position.
10. Assists with special projects, events and outreach.
11. Maintains the holds shelf, including loading and unloading daily courier containers.
12. Develop and execute programs that appeal to young adults, middle-aged adults, and seniors.
13. Summer Reading Program development and execution with assistance from other staff.
14. Work closely with Youth Services Librarian to coordinate all-age events and to produce a public facing calendar of events.

15. Help make selections for library materials in the adult section.
16. Be continuously learning about adult services, literacy, and reading support.
17. Create artistic bulletins and book displays in the library.
18. Follows and carries out MPL policies and procedures.
19. Performs other related duties as required.

JOB KNOWLEDGE, TRAINING AND EXPERIENCE:

- Some years of library work experience, continuing education courses or customer service work experience.
- Ability to work well with the public is required.
- A valid driver's license is required.
- Knowledge of the community in which the library is located and an understanding of the true nature of rural and/or small communities and their libraries is helpful.

EQUIPMENT OPERATED:

Must have computer and peripherals knowledge. Ability to use a copy machine, fax machine, telephone, printers, scanners and various audio visual equipment.

ABILITY AND SKILLS:

- Ability to gain proficiency using WorkFlows.
- Ability to use computer software including Publisher, Excel, Word, Google Docs, and Canva.
- Ability to establish a positive working relationship with library staff and the general public.
- Ability to work independently and as part of a team.
- Ability to use alphanumeric order.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to maintain high standards of library service.

PHYSICAL EFFORT: Position requires standing, sitting and bending for periods of time. Some lifting required. Periods of sustained computer work required. Fingering: keyboarding, writing, filing, sorting, shelving and processing.

WORKING CONDITIONS: Majority of this position is inside. Occasional travel to workshops out of the immediate area may be required. Must be available for some Saturday or evening working hours.

MONROEVILLE PUBLIC LIBRARY is an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, national origin, citizenship, gender, pregnancy, gender identity, sex, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law.

COMPENSATION:

Adult Services Librarian: \$12.50-\$16.50