

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