



Wright Memorial
Public Library

Job Posting

Adult Services Librarian (Full-Time)

To ensure success, Wright Memorial Public Library employees must be adaptable, innovative, with the ability to self-monitor performance, further the organization's mission, solve problems, participate actively in teams, provide excellent customer service, and communicate well with patrons, peers and supervisors.

SUMMARY OF RESPONSIBILITIES

Connects library patrons to information, entertainment, technology, and culture through library services, collection development, programming, research assistance, readers' advisory, and trainings. Some evenings and weekends are required.

JOB RESPONSIBILITIES:

- Patron Assistance - Provide direct reference and reader's advisory service to patrons in person, by phone, in the community via outreach, and online; troubleshoot patrons' technology issues with computers and personal devices.
- Programming – Design, implement and evaluate programs to promote library resources and meet community needs.
- Collection Development – Maintain library collections through material selection, assessment, and weeding.
- Promotion, PR & Marketing – Promote the library and the use of its resources to the community, including creating and maintaining flyers, brochures and displays and participating in community events.

QUALITIES OF THE IDEAL CANDIDATE

- Master's Degree in Library Science from an ALA accredited institution (or currently working towards an MLIS) required.
- Knowledge of professional library principles, methods, techniques, and procedures.
- Proficient using technology, with demonstrated ability in Microsoft Office products, Internet searching, and all other digital resources provided by the library; experience teaching technology and web development skills a plus.
- Strong customer service and interpersonal skills, with 1 year of customer service experience; library experience preferred.
- Sound professional judgment, good research skills, the ability to multi-task, and excellent verbal and written skills.
- Collaborative, creative, and organized, with demonstrated ability to work in a close team environment.
- Collection development and program development experience preferred.

COMPENSATION & BENEFITS:

The starting salary for this position is \$47,549 (\$22.86/hour) DOQ. Benefits offered include medical, dental, and vision insurance, as well as paid vacation, sick time, and holidays, and enrollment in the Ohio Public Employees Retirement system.

DEADLINE: For priority consideration, applications and resumes should be received by June 14. To apply, send completed [application](#) and resume to at jobs@wrightlibrary.org or to Administrative Services Coordinator, Wright Memorial Public Library, 1776 Far Hills Avenue, Oakwood, OH 45419. Application and full job description can be found at <https://wrightlibrary.org/jobs>. Position is open until filled.

Wright Library is an Equal Opportunity Employer.