



# Position Available at the Akron-Summit County Public Library

## ABOUT THE LIBRARY

Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We've been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction.

We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

## DUTIES & RESPONSIBILITIES:

The ASCPL is hiring an Intermediate/Teen Librarian to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life. This role works 37.5 hours per week (including evenings, Saturdays, and Sundays) to provide services to children, including:

- Planning and presenting developmentally appropriate programs based on the current customer and agency's audience.
- Establishing and building relationships with appropriate community organizations, nonprofit agencies, local businesses, schools, and other community stakeholders.
- Performing collection maintenance duties, including creating displays, weeding, and arranging materials.
- Collaborating with Collection Development regarding customer and community trends and interests.
- Developing materials list, reference guides, and displays to promote Library service.
- Maintaining special files and collections.
- Maintaining budgets for programs and supplies.
- Assisting with training new hires and other employees on agency routines.
- Providing creative content for social media, marketing, or other Library platforms.

The role further serves all ages by:

- Greeting customers in a friendly and accessible manner.
- Understanding, analyzing, and answering varied technology-related reference questions.
- Interpreting the Library's policies and procedures to the public in a customer-responsive manner.
- Helping customers with the selection, organization, and interpretation of Library materials.
- Answering varied technology-related reference questions.
- Addressing problem situations and maintaining order.
- Compiling bibliographies and locating hard-to-find reference materials.
- Performing standard Library routines, including circulation, delivery, and covering the service desk.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

**Required:** Master's degree in Library and Information Science\*. Knowledge of the principles and practices of library science. Knowledge of customer interests related to Library materials, programs, and services. Knowledge of the principles of intellectual freedom as they apply to public libraries. Ability to plan and conduct programs for Library customers. Skill in customer service. Ability to engage new audiences and promote Library services to all customers. Ability to use a computer and job-related software or systems applicable to the essential functions of the job. Ability to lift light objects (less than 25 pounds) and carry them short distances (50 feet or less) and push Library materials carts up to 200 pounds. Ability to pass criminal background and education verification check screenings. Ability to pass criminal background and education verification checks.

**Preferred:** Two or more years of relevant experience. Ohio Public Librarian Certification.



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\* Applicants with 7 credit hours or less towards completion of the MLIS will also be considered under certain conditions. Individuals hired under these conditions will begin as a Public Service Assistant III, and upon confirmation of completion of the MLIS degree, will be moved to Librarian.

**THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**



60 South High Street | Akron, Ohio 44326 | [akronlibrary.org](http://akronlibrary.org)

**Our Core Values:** Excellence | Service | Learning | Diversity & Inclusion