



312 W. Main St. Kent, OH 44240

330-673-4414

Position: **Adult Services Librarian, full-time**

37.5 hours per week including two evenings per week and a weekend rotation

Department: **Adult Services**

Kent Free Library's Adult Services Department has an immediate opening for an Adult Services Librarian. The successful candidate is approachable, friendly, and willing to be a team player. We are looking for someone who truly enjoys working with the public and wants to make positive contributions to the Adult Services Department, the library, and the amazing Kent community. This position reports to the Adult Services Manager and works as part of a team of librarians to meet the needs of Kent Free Library users.

SUMMARY:

The Adult Services Librarian provides reference and readers' advisory assistance at a public service information desk; offers technology help one-on-one and in a public computer lab; develops, implements and/or presents a variety of programs for the library's adult users; participates in collection development; and follows and enforces library procedures and policies. Applicants with demonstrated public library experience from previous employment or from a practicum experience are preferred. Other responsibilities include: a focus on customer service excellence; knowledge of trends and topics in adult services; familiarity with current authors, titles, movies, and music; and experience with current and emerging technologies and trends in public libraries. This position may also be assigned collection development responsibilities in subject areas in which the candidate has familiarity.

QUALIFICATIONS:

Required: Master's Degree in Library Science from an ALA accredited program. Applicants with six months or less towards completion of the MLIS will be considered. A flexible schedule including two evenings a week and a regular weekend rotation is required. Previous public library experience preferred. Strong Microsoft Office and Google Workspace skills; knowledge of ILS systems (SirsiDynix); and a valid driver's license, auto insurance, and reliable transportation.

SALARY:

Starting at \$42,861.00, dependent on qualifications and experience.

BENEFITS:

Medical, dental, vision and life insurance, participation in OPERS retirement, 22 days paid vacation, 15 days paid sick leave, 12 paid holidays including birthday.

TO APPLY:

Submit a cover letter and resume to the Director:
stacey.richardson@kentfreelibrary.org.

For more information about Kent Free Library visit our website at www.kentfreelibrary.org.

DEADLINE FOR APPLICATION:

This position will remain open until filled. Applications received by Friday, May 2, 2025 will receive priority consideration.

The preceding statements are not intended to be an all-inclusive list of duties and responsibilities of the job described nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job. Additional duties may be assigned.