



The Lima Public Library is seeking an enthusiastic, flexible, and service-oriented full-time Associate or Librarian with a desire to exceed customer and Library expectations for our Reference Department at our Lima, OH location.

Job Opportunity – Reference Services

JOB CLASSIFICATION

Associate II	40 hours per week	Salary: \$14.03 - \$19.92/hr.
Librarian I	40 hours per week	Salary: \$18.41 - \$24.76/hr.

MINIMUM QUALIFICATIONS

ALA accredited MLS is required.

Ability to: read and write effectively and communicate in both written and oral form; work extensively with electronic resources, social media, outreach, and adult programming. A Bachelor’s degree is required for Associate II classification and an ALA accredited MLIS for Librarian classification. Applicants currently enrolled in the MLIS program will also be considered. The successful candidate must be able to meet and serve the public in a positive and pleasant manner, have an interest in books, media and software and possess basic acquisition, circulation, technological, instruction, statistical and inventory routine skills. A strong commitment to excellent customer service is required. An individual who may pose a direct threat to the health and/or safety of him/herself, staff, trustees, or the public in the workplace will be considered not qualified for this position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of library practices and procedures; ability to communicate effectively (oral & written). Must be able to work efficiently and effectively with the library’s computer resources, including proficient computer and internet instructional skills. Uses training to implement various programs prescribed by the Head of Reference Services. Ability to foster and encourage library use for all ages. Candidates with an interest in Community Outreach strongly desired and will be given preference.

RESPONSIBILITIES

Under general supervision of Head of Reference Services, conducts general reference work, participates in selection of adult items in a variety of formats on and collection maintenance, prepares bibliographies and promotional materials, maintains files, performs various administrative duties. Exercises moderate judgment in work, within established policies and regulations. Works with minimum supervision. Includes evening and weekend hours.

TYPICAL DUTIES

- Performs in-depth reference service and assists patrons in locating appropriate library materials.
- Works closely with researchers, students, and community organizations providing recreational, educational and business material.
- Represents library to community, media, and professional organizations.
- Instructs and assists in the use of public catalogs, computers, indexes and on-line resources.
- Creates and implements educational, supportive, and/or recreational programming that is beneficial to the Lima community.
- Organizes and supervises maintenance of special files.
- Prepares bibliographies, book lists, and computer aids.
- Implements library policies and collects library statistics.
- Collaborates and participates in professional, cooperative, and community organizations.
- Assists in the selection and classification of materials.
- Maintains current knowledge of available sources of information and public demand for reading materials.
- Alerts supervisor to problems encountered in routines of work.



Works knowledgeably with bibliographic information for all forms of library media.
Ability to provide excellent customer service.
Performs other related duties as required.

Please send cover letter, resume, and contact information for three references to glovers@limalibrary.com.

Posted: May 1, 2024

Deadline: May 7, 2024