



*The Lima Public Library is seeking an enthusiastic, flexible, and service-oriented full-time Clerk with a desire to exceed customer and Library expectations for our Youth Services Department at our Lima, OH location.*

### **Job Opportunity – Youth Services Department**

#### **JOB CLASSIFICATION**

Clerk II                      40 hours per week                      Salary: \$11.45 - \$16.54/hr.

#### **MINIMUM QUALIFICATIONS**

Ability to: read and write effectively and communicate in both written and oral form; work extensively with electronic resources and performs typical duties specific to the department. High School diploma or equivalent; and library experience or experience working with children in an institutional setting is highly desirable. 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, statistical and inventory routine skills. An individual who may pose a direct threat to the health and or safety of himself/herself, staff, trustees, or public will be considered not qualified for this position. Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required.

#### **REQUIRED 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. Use training to implement various programs prescribed by Head of Youth Services. Ability to foster and encourage library use for all ages and reading levels of youth.

#### **RESPONSIBILITIES**

Under general supervision of Head of Youth Services, conducts general reference work, participates in youth materials selection and collection maintenance, prepares bibliographies and promotional materials, uses training to implement various programs as prescribed by Head of Youth Services. Conducts story times and other programs geared towards children and teens, performs various administrative duties. Exercises moderate judgment in work, within established policies and regulations. Works with minimum supervision. Evening and weekend hours included.

#### **TYPICAL DUTIES**

- Assists with the development and implementation of children's programming.
- Works closely with teachers, day care operators, and parents providing recreational, educational, and curricular materials.
- Performs reference service and reader's advisory.
- Conducts tours and library presentations.
- Represents library to community, media, and professional organizations.
- Assists patrons in locating appropriate library materials.
- Instructs and assists in the use of public catalogs, computers, and indices, and online resources.
- Organizes and supervises maintenance of special files.
- Prepares bibliographies, book lists and computer aids.
- Implements library policies and collects library statistics.
- Participates in professional, cooperative, and community organizations.
- Assists in collection development.



Maintains current knowledge of available sources of information and public demand for materials.  
Conducts inventories of materials as required.  
Alerts supervisor to problems encountered in routines of work.  
Works knowledgeably with bibliographic information for all forms of library media.  
Performs other related duties as required.

Please send employment application or cover letter, resume and contact information for three references to [james@limalibrary.com](mailto:james@limalibrary.com).

Posted: April 30, 2024

Deadline: May 7, 2024