

**Position:** **Adult Services Coordinator/Reference Librarian**  
**Position Status:** Full-time  
**Immediate Supervisor:** Director  
**Pay Range:** Starting at \$30,000, commensurate with qualifications & experience. Complete benefits package including health insurance, life insurance, membership fees for ALA and OLC, retirement plan, and opportunities for continuing education and attendance of professional conferences.

**Job Qualifications:**

- Master's Degree from an ALA accredited library school required; two years library experience preferred
- Knowledge of standard library procedures and techniques
- Knowledge of automated circulation and information systems, current technology trends, and the ability to teach technology skills to others
- Extensive knowledge of library reference service, information literacy, reading, listening and viewing guidance, and information resources
- Ability to define problems, collect data, establish facts and draw conclusions
- Ability to demonstrate effective written and verbal communication skills
- Ability to supervise others effectively

**Position Description:**

The successful candidate will demonstrate the ability to develop and implement services and programs for adults throughout the Perry County District Library system. As part of the management team under the supervision of the Director this person will be responsible for various administrative duties, reference service, and programming.

The principle duties and responsibilities of this position include:

- Overseeing the management & development of the reference collection and adult collection
- Supervising paraprofessionals
- Providing reference service, readers' advisory, and programs for library customers
- Working in cooperation with branch staff to provide service to branch customers
- Coordinating reference services between the main library and branches
- Developing and implementing reference training workshops/materials
- Assisting in public relations and the development of publications
- Representing the library to community and professional organizations
- Assisting with grant proposals
- Planning and presenting programs for adults
- Performing additional duties as assigned

A complete job description is available upon request. Perry County District Library is an equal opportunity employer. Resumes can be submitted at the Main Library in New Lexington, Attention: Melissa Marolt, Director, 117 S. Jackson Street, New Lexington, OH 43764 or e-mailed to [mmarolt@pcdl.org](mailto:mmarolt@pcdl.org).