

Full-time Position Open Immediately

Oxford Lane Library

As defined by its Board of Trustees, the mission of the Lane Public Library (LPL) and its staff members is "to provide and promote library resources to meet the educational, recreational, cultural, civic, and informational needs of the library's service area."

TITLE: Public Services Librarian - Children's, Information Services and Teens

GRADE : 11

REPORTS TO: Branch Manager

FLSA: Non-Exempt

JOB RESPONSIBILITIES:

- Provides prompt and accurate assistance and instructions for patrons and LPL staff members in locating and using information resources and services
- Utilizes and accesses information using a broad spectrum of resources (print, electronic, referral, etc.)
- Advises patrons of materials meeting their criteria
- Plans, promotes, implements, recommends, and evaluates library collections, programs, activities, exhibits, and displays
- Selects, organizes, weeds and maintains library materials as assigned.
- Reads reviews, bibliographies and other sources, and participates in reconsideration of materials, as appropriate
- Provides bibliographic instruction, library tours and other presentations relevant to the goals and objectives of the department.
- Resolves patron concerns with information services
- Assists with oversight, maintenance, and replenishing supplies for PC workstations and basic business equipment (copiers, printers, etc.)
- Prepares teacher collections as assigned
- Promotes LPL within the community
- Chairs and serves on various teams and committees

REQUIRED SKILLS AND ABILITIES:

- Demonstrates interest/enthusiasm for library information services
- Organizes, analyzes, and prioritizes work skillfully and efficiently
- Communicates effectively
- Maintains confidentiality
- Works both independently and with appropriate training and supervision
- Maintains professionalism at all times

REQUIRED EDUCATION:

- MLS degree from an ALA-accredited school

OTHER REQUIREMENTS:

- Works flexible schedule including evenings and weekends
- Assists other agencies/departments, as needed

Full-time, 37.5 hours per week. Salary \$33,919 annually. Excellent benefits including two weeks paid vacation after one full year; Health, Dental, Vision, Life and Short-Term Disability insurance. **Successful candidate will have education emphasis and experience in Children's literature and programming.**

Send Applications/Resumes to: g.logan@lanepl.org

**Ms. Gale G. Logan
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Human Resources Manager
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