

# Loudonville Public Library - Job Posting

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## ***Public Services Lead***

The Loudonville Public Library is currently accepting applications for a **Public Services Lead**.

*Under the general supervision of the Director, the Public Services Lead is responsible for all Public Services department operations and staff. The Public Services Lead will also have direct involvement with the 24-Hour Library Kiosk, including training employees on the unit, restocking it, and troubleshooting it. The Public Services Lead works alongside Public Services staff to provide high quality service to library patrons.*

### **Qualifications:**

- MLIS, Bachelor's degree from an accredited four-year college or a combination of higher education and experience in related fields to provide the necessary expertise.
- Genuine enjoyment interacting with and providing customer service to patrons of all ages
- Library experience preferred.
- Supervisory experience preferred.

### **Knowledge of:**

- Library policies, procedures, and techniques (may be acquired after hire)
- Dewey Decimal Classification System
- Working knowledge of the Internet, current Microsoft Office Programs, working knowledge of computers with the ability to create and use spreadsheets and use email.
- Working knowledge of office equipment (projectors, printers, copiers, fax machines, microform readers, tablets)
- Comfortable with social networking tools and current technological trends

This position is full-time, 40 hours per week. The Public Services Lead is required to work a flexible schedule, including evenings and weekends. Work is mostly performed in a Library setting, along with working at the 24-Hour Library Kiosk.

**Hourly Rate:** \$18.12 up to \$28.12/hour.

**Benefits:** Insurance eligibility, paid vacation, sick, and personal time, 7 paid holidays etc.

### **Application Procedure:**

Apply by submitting a completed library application and resume to Melissa Mallinak, Director of the Loudonville Public Library, 122 E. Main Street, Loudonville, OH 44842 ([director@loudonvillelibrary.org](mailto:director@loudonvillelibrary.org)). Forms and official job descriptions may be obtained from the Library's Public Services Desk and from [www.loudonvillelibrary.org](http://www.loudonvillelibrary.org). Incomplete applications and those not submitted as requested cannot be considered. Loudonville Public Library is an Equal Opportunity Employer.

**Deadline for Applications:** Applications will be accepted until the position is filled. Interviews will be scheduled as soon as possible.

**Internal Post Date:** 3/18/2024