



Troy-Miami County Public Library is searching for an Adult Services & Reference Librarian. The person in this position plans, develops, implements and evaluates adult programs as well as providing reference assistance to library patrons of all ages. Creates displays and performs general circulation desk activities.

A full job description and application can be found at <https://tmcpl.org/about/job-opportunities>

Interested applicants should submit a resume, application and cover letter to our HR Manager at dbradford@tmcpl.org

This posting will remain open until filled, however early submissions are encouraged and appreciated.

Essential Duties/Responsibilities:

- Designs, promotes, presents, and evaluates programs and activities that appeal to adults, both in the library and in the community.
- Provides reference and reader's advisory service to patrons of all ages in person and via telephone and email.
- Presents information about library services and programs to individuals and groups.
- Serves as Passport Agent.
- Responsible for the library's Seed Library.
- Prepares displays, bibliographies, fliers, brochures and other public relations materials as requested.
- Recommends for purchase a variety of materials, including books, magazines, and media, based on evaluation of reviews and current patron needs/interests.
- Maintains a working knowledge of materials, collections, trends in public services and the profession through in-service workshops, meetings, conferences, professional literature and organizational memberships.
- Works regular hours at Information Services desk.

Required Skills, Knowledge and Abilities:

- Knowledge of the principles of collection development and in using the internet and various software programs.
- Knowledge of the principles of reference work.
- Knowledge of online and digital resources in a library setting.
- Tolerance for mild chaos and a reasonable amount of noise.

- Excellent technology skills and aptitude for helping customers with computer programs such as Microsoft Office and web-based programs such as Overdrive eMedia Collection.
- Ability to maintain effective relationships with fellow employees, other agencies, and the public.
- Ability to work independently with limited direction.
- Excellent written and verbal communication skills
- Active listening skills.
- Ability to deal effectively with confrontational individuals and/or challenging situations.
- Able to work nights and weekends as needed.

Education/Experience:

- Master's degree in library science from an accredited institution or significant coursework completed towards the degree required.
- Prior public library experience required.

Compensation/Benefits:

Starting hourly rate for this position is in the range of \$19.53 - \$24.53 dependent on experience and qualifications. Benefits available include health, dental, vision, and life insurance, paid vacation, holidays, and sick leave.