



## Adult Services Specialists – (2 Positions) Centerville, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking two full-time (40 hours per week) Adult Services Specialists to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

### Essential Duties & Responsibilities

- Provide outstanding, pleasant, professional customer service to our patrons.
- Provide reference assistance to patrons, including research assistance, in depth searching, digital collection troubleshooting, and specialized reader's advisory service to adults, children, teachers and special groups.
- Select materials in assigned areas, maintaining the collection, including evaluation, reporting, weeding, filling of subject gaps, and comprehensive planned upgrades of collection.
- Actively publicize and promote library materials, services and programs to public and staff.
- Design and deliver programs and training on variety of topics for audiences of all ages within the library, the community, and at organizations inside the library's service area with emphasis on business and job seekers.
- Provide assistance with computer stations and other equipment, with an interest in maker resources.
- Perform other responsibilities as apparent or assigned.

### Required Skills & Knowledge

- MLIS or related Master's Degree from an ALA accredited program. \*\*Applicants who are in the process of completing their MLIS with minimum of 9 credit hours will be considered\*\*
- Minimum of two years professional library experience.
- Strong customer service orientation with two years of experience serving the public.
- Superior working knowledge of traditional and electronic resources including Web sites and databases; excellent online searching skills.
- Experience with desktop publishing, web and MS Office software.
- Presentation experience with excellent written and verbal communication skills.
- Collaborative with demonstrated ability to contribute in a team environment, creative, with a good sense of humor.
- Self-motivated, organized, efficient, and productive with excellent time management skills.
- Previous programming, training, and/or technology instruction experience.

### Compensation & Benefits

- Starting wage is \$17.12/hour with MLIS or \$14.88/hour if currently enrolled in MLIS program
- Excellent benefits package including pick-up of employee's portion of OPERS contribution

## Schedule of Hours

### Position # 1:

Monday 1:00 pm – 9:00 pm  
Tuesday 9:00 am – 5:00 pm  
Wednesday 9:00 am – 5:00 pm  
Thursday 9:00 am – 5:00 pm  
Alternating Friday 2, 1:00 pm – 9:00 pm with Saturday 1, 9:00 am – 5:00 pm

### Position # 2:

Monday 1:00 pm – 9:00 pm  
Tuesday 9:00 am – 5:00 pm  
Wednesday 1:00 pm – 9:00 pm  
Thursday 9:00 am – 5:00 pm  
Alternating Friday 1, 10:00 am – 6:00 pm with Saturday 2, 9:00 am – 5:00 pm

Both positions will require working 2 evenings per week, alternating Friday / Saturday every other week and will require working on Sundays per scheduling guidelines

### To Apply

To be considered for this position, please submit cover letter, resume and WCPL application to:  
Human Resources – **ASLIB1118WP**, Washington-Centerville Public Library, 111 West Spring Valley Road,  
Centerville, Ohio, 45458 or email to [HumanResources@wcpl.lib.oh.us](mailto:HumanResources@wcpl.lib.oh.us).

- WCPL Application can be found at [www.wclibrary.info](http://www.wclibrary.info) under Employment

**All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check**