

Ely Public Library, IA - Adult & Teen Services Librarian (Part-time)

The Ely Public Library seeks an upbeat, creative, and customer-service focused Adult & Teen Services Librarian to join our small but dedicated team. We take pride in maintaining a friendly, supportive, and collaborative work environment. We value each staff member's opinion on new and better ways to serve our patrons. Most of all, we love having a positive impact on our community.

Responsibilities

- Provides excellent customer service for patrons of all ages at circulation desk
- Provides reference and reader's advisory services to patrons
- Provides creative and engaging programs for adults and young adults, both in-person and virtually
- Cultivates material collections that attract and stimulate usage
- Coordinates volunteers and tasks
- Develops and maintains a working relationship with local librarians and community leaders for partnerships and outreach opportunities

Requirements

- One year working with adults and/or young adults in an educational setting and/or training in public library services
- Ability to coordinate and prioritize tasks
- Excellent organizational and problem-solving skills
- Ability to interact amicably and communicate well with customers and staff
- Knowledge of technology, social media, and trends in library services
- Excellent written and verbal communication skills
- Must be able to lift 40 lbs.
- Satisfactory criminal background check
- Valid Driver's License

Education

Minimum requirement Associate's Degree, but prefer Bachelor's Degree.

This position is 15+ hours a week, including days, nights and weekend rotations. Schedule is flexible.

EOE. Position will remain open until filled. Please email or mail a cover letter, resume with three professional references and a completed City of Ely job application to:

Sarah L. Sellon, Director

Ely Public Library

1595 Dows Street

PO Box 249

Ely, Iowa 52227

ssellon@ely.lib.ia.us