

Part-Time Popular Materials Librarian
Ela Area Public Library District

The Ela Area Public Library is seeking an enthusiastic bookworm and cinephile with exceptional customer service skills and a passion for popular culture. Our library strives to be a welcoming center for our community and this position is responsible for creating a positive library experience and connecting our patrons to content they can enjoy. Responsibilities include general reference, reader's advisory for adults and teens, program registration, and technology assistance. This is an 18 hour per week position with a work schedule that requires daytime, evening, and rotating weekend hours.

Primary Position Responsibilities:

- Provides general reference and reader's advisory services at the Popular Materials Desk.
- Maintains an awareness of current reader's advisory practices.
- Assists patrons with the use of the Popular Materials collection.
- Creates and maintains book displays, bibliographies, and social media content as assigned.
- Contributes to collection development of Popular Materials.
- Assists in the implementation of reader's advisory programs.
- Assists patrons with the use of the computer catalogs, Internet, digital materials, teen computers, print station, and copiers.
- Serves as a Certified Passport Agent.
- Serves as person in charge as needed.

Knowledge of:

- popular materials and an understanding of reader's advisory tools and practices
- community needs and interests
- library policies and procedures

Ability to:

- keep current on new library materials.
- deal with multiple tasks effectively and efficiently.
- interact with patrons/staff courteously, skillfully, and accurately.
- communicate effectively with staff and public.
- problem solve.
- train/assist others in use of equipment/software.
- work as a member of a large and dynamic team.

Required Qualifications:

Education: MLIS from an ALA accredited institution required. current library school students also welcome to apply

Experience: One year of experience in a library or bookstore preferred with a focus on public service.

Position Hours: 18 hours per week with the availability to work daytime, evening, and weekend hours.

Salary: \$23.50 per hour benefits personal time.

If you are interested in joining the Ela Area Public Library District and meet the job requirements described above, please email your cover letter and resume to our Human Resources Department at apply@eapl.org.

* The Ela Area Public Library District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, or national origin.