



McKinley Memorial LIBRARY

PUBLIC LIBRARY OF NILES

40 North Main Street, Niles, OH 44446

■ Phone (330) 652-1704 ■ Fax (330) 652-5788 ■ www.mcklib.org

POSITION AVAILABLE

McKinley Memorial Library has an immediate opening for an energetic and motivated addition to our dynamic team. The successful candidate will impact our community directly by providing library services in a busy public library. McKinley Memorial Library is located in a presidential memorial, which also houses a museum and auditorium. McKinley Memorial Library and Museum actively work together to engage the community in joint events for all ages. The library encourages professional development, and is supported by an active and generous Friends of the Library organization.

JOB TITLE: Part-Time Adult Services Assistant

DATE: November 28, 2022

HOURS: Part-time, approximately 24-hour work week, including evenings and weekend hours

SALARY: \$15.21/hour

DUTIES & RESPONSIBILITIES: Providing direct library services in an environment committed to excellent public service, including effectively communicating both in person and over the phone, assisting patrons with reference and reading requests, providing computer and technology assistance, providing assistance with databases and e-media, creating displays, planning and presenting programs, and assisting with social media. A copy of the job description is available at www.mcklib.org/employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Excellent customer service skills; ability to work independently and in a team environment; and strong communication, writing, decision making, and technology skills. A Bachelor's degree, a minimum of one year experience working with the public, and familiarity with technology is required. 2-3 years' experience in a public library is preferred. Must pass a background check.

DEADLINE: Applications and resumes received by December 16, 2022 will receive first consideration

If you have an interest in this position, please email a cover letter, resume, and three professional references to employment@mcklib.org.

McKINLEY MEMORIAL LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER