



**DATE OF POSTING:** August 16, 2019

**JOB OPENING:** Public Services Librarian

La Porte County Public Library has an opening for a full-time Public Services Librarian position. The ideal candidate is an energetic and enthusiastic individual that takes initiative, is forward thinking, and embraces La Porte County Public Library's best practices of courtesy, professionalism, attitude, safety, and quality in delivering excellent customer service.

In this position you are primarily responsible for providing information and instructional services in both individual and group settings using print and electronic information sources. Additionally you act as a resource person for daily operations to meet the information needs of the community.

You have a Masters of Library Science degree and an Indiana Certification Level 3 or the ability to obtain both within 3 years. You have 1 year of library or teaching experience and public speaking experience.


Benefits for this position include: PTO (Paid Time Off), holidays, group health, dental, and vision plans, participation in Indiana Public Retirement program, wellness clinic membership, Employee Assistance Program, YMCA member discounts, continuing education/reimbursement opportunities.

For more information about job responsibilities and qualifications, please refer to the job description that follows this posting.

Applications are being accepted at this time. Download and print the application form at <https://laportelibrary.org/employment/>, or ask for an application to complete at any of our locations.

**SUBMIT APPLICATION & RESUME TO:**

Cindy Lane, Administrative Services Manager  
La Porte County Public Library  
904 Indiana Avenue  
La Porte, IN 46350  
219-362-6156, ext. 370  
[clane@laportelibrary.org](mailto:clane@laportelibrary.org)

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|  | <b>Job Title:</b>    | Public Services Librarian | <b>Classification:</b> | Professional I          |
|   | <b>Location:</b>     | Main                      | <b>Reports To:</b>     | Public Services Manager |
|   | <b>Starting Pay:</b> | \$17.00/hour              | <b>Position Type:</b>  | Non-Exempt              |

### JOB PURPOSE

Provides information and instructional services in individual and group settings using print and electronic information sources and acts as resource person for daily operations to meet the information needs of the community

### ESSENTIAL RESPONSIBILITIES

- Applies LPCPL’s customer service best practices (courtesy, professionalism, attitude, safety, quality)
- Provides customer service including information services, readers advisory, and computing services
- Develops and conducts trainings for library staff and community organizations related to information services, adding elements of technology into classes
- Provides genealogy services including developing and maintaining digital local history collections
- Conducts community outreach related to information services
- Familiar with all collections and all services we offer
- Works customer service desks as assigned including readers advisory and information services
- Coordinates volunteers with Volunteer Coordinator
- Completes collection projects as assigned
- Participates on planning committees
- Prepares and analyzes statistical reports
- Provides marketing content and information classes/events and initiatives
- Writes requests for proposals for grants, services, and programs
- Creates a safe and clean environment for customers and staff
- Applies Code of Conduct policy consistently with all customers
- Abides by established policies and procedures

### POSITION REQUIREMENTS

- You have a Masters of Library Science degree and an Indiana Library Certification Level 3 or the ability to obtain within 3 years
- You have 1 year of library or teaching experience
- You have public speaking experience
- You use creativity and innovation in planning and conducting classes and events
- You use good judgement when making independent decisions
- You have the ability to organize multiple tasks and projects to meet deadlines
- You have proficient technology skills, with experience using the Internet, email, and willingness to learn new technologies
- You welcome working with all people from your community
- You are positive, adaptable, and forward thinking
- You display appropriate demeanor at all times; this includes dress, body language, and facial expressions
- You can organize materials alphabetically and numerically
- You have a valid Indiana driver’s license

### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Office environment; exposure to materials returned in unfavorable conditions, occasional exposure to outside weather conditions
- Vision abilities include: close, distance, color, peripheral vision, and depth perception
- Must be able to respond to fire alarms, warning sirens, and phone pages