



# 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](http://www.mcklib.org)

## POSITION AVAILABLE

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. We are looking for someone who enjoys working with the public in a fast-paced environment with a variety of job duties. The library encourages professional development and is supported by an active and generous Friends of the Library organization.

**JOB TITLE:** Adult Services Assistant/Birthplace Home Coordinator

**DATE:** March 10, 2023

**HOURS:** Full time, 40 hours evenings and rotating Fridays/Saturdays

**SALARY:** \$15.21/hour

**DUTIES & RESPONSIBILITIES** Adult Services Assistant Duties: Provides courteous and reliable customer service to patrons. Participates in the creation and presentation of Adult Services programs. Assists the Public Services Manager in the maintenance of collections. Recommends improvements in area of responsibilities; keeps manager informed of projects, duties, and progress; communicates fully and effectively with manager and coworkers. Position is full-time and is determined by the needs of the library. Birthplace Home Coordinator Duties: Provides tours of the Birthplace Home during open hours and schedules tours for visitors and groups. Serves as primary contact for the Birthplace Home and questions related to William McKinley, for the public, the McKinley Museum, and other community organizations. Oversees collection at the Birthplace Home, including using museum software and overseeing donations, under direction of the Public Services Manager. Promotes use of and designs programs for the Birthplace Home.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Requires a Bachelor's degree, a minimum of one year experience working with the public, and familiarity with technology. An equivalent combination of education, training, and experience may be considered. 2-3 years' experience in a public library is preferred.

**DEADLINE:** Applications and resumes received by March 17, 2023, 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](mailto:employment@mcklib.org).

**McKINLEY MEMORIAL LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**