

JOB POSTING

The Amherst Public Library is currently hiring for the following position:

Reference Specialist

This position is part-time and answers to the Adult Services Manager.

Education/Experience

Bachelor's degree required. Public library work experience highly preferred.

Knowledge/Skills

Knowledge of library terminology, principles and procedures

Working knowledge of word processing, spreadsheet applications, Internet search engines, databases and public e-mail providers

Basic knowledge of e-readers, fax, copier

Strong customer service and interpersonal skills

Ability to work with diverse groups of people and maintain confidentiality

Job Responsibilities

Help patrons find information by using print and/or on-line resources

Aid patrons in the use of computers, copiers, faxing and software applications

Additional duties and projects may be assigned by the supervisor.

Reference Specialists must be available to work evenings and weekends. All Specialists are required to pick up open shifts (on occasion) when other staff members are ill or on vacation.

Resumes may be submitted as follows:

Mail: Amherst Public Library
Attn: Melanie Presler
221 Spring Street
Amherst OH 44001

Email: mpresler@amherstpubliclibrary.org