



Part-Time Head of Public Services

Marple Library is seeking a part-time Head of Public Services. This position works under the direction of the Library Director and policies established by the Board of Library Directors. Is responsible for delivering services to the adult library users and provides a wide range of reference services for all library patrons. This position is part-time up to 19 hours per week, including evening and weekend shifts as needed.

Qualifications

- Minimum of three years' related library experience preferred.
- Demonstrated successful supervision of staff.
- Basic knowledge of the functions and resources of the reference department.
- Knowledge of specific departmental operations and activities as appropriate.
- Comprehensive experience with computers and other technology, as well as the ability to assist patrons.
- Must exhibit a professional attitude and be customer service oriented.
- Demonstrated ability to work collaboratively with others and to work independently with minimal supervision.
- Excellent organizational skills.
- Attention to detail.
- Knowledge of Microsoft Office applications.

Responsibilities

- Supervises and provides reference services and reader's advisory for all library patrons.
- Assists library patrons in using library equipment and devices, such as computers copiers, Kindles and Rokus, and various library-related apps.
- Helps library patrons in ordering materials through interlibrary loan.
- Locates and prepares requested library items for patron pick up and van delivery.
- Develops and implements procedures for making library materials more accessible to the public, including compiling specialized bibliographies and booklists.
- Maintains current knowledge of field through attendance at conferences, seminars and literature reviews.
- Purchases for the library collection.
- Performs other related duties as required.

Supervisory Responsibility

Responsible for degreed part-time Public Services Librarians and one full-time Public Services and Emerging Technologies Librarian.

Independent Action

Ability to initiate activities independently and to work with a minimum of supervision.

Educational Requirements

Duties require the completion of an accredited Master of Science degree in Library Science.

Additional Requirements

- Federal Criminal History Record Information
- Pennsylvania State Police Request for Criminal Records Check
- Pennsylvania Department of Human Services Child Abuse History Clearance
- This position requires superior customer service skills, able to contribute to a positive work environment, and the flexibility to learn new technology as needed. Cooperation as a team member in performing duties is essential.

Compensation

\$24.00/hour

To Apply

Please submit a letter of intent, resume, and the name, title, and contact information of three professional references to the attention of LaTanya Burno at madirector@delcolibraries.org.

Review of applications will begin immediately and will continue until the position is filled.