

Position: Youth Services Librarian (Full-Time)

The Jay County Public Library is looking to hire a Youth Services Librarian. We are looking for an individual who is: creative, full of energy and positivity, optimistic, ready for a challenge, exercises good judgement, and communicates well. In addition, are you a person who has the ability to see the big picture while able to achieve library goals through services to children? Are you a planner and organized? Are you willing to take risks and try new ideas in order to move library service from great to extraordinary? If so, this opportunity may be for you. The Jay County Public Library is a Class B library serving a population of just under 18,000 residents, located in Portland, Indiana and operates with a \$1,000,000 budget and 20 employees.

What Will You Be Doing?

1. Planning and implementing a set of programs for children throughout the year.
2. Developing and maintaining a collection of materials for Pre-K through Young Adult.
3. Overseeing the delivery of existing outreach services including school bookmobile service and pre-school story visits.
4. In coordination with other staff, planning periodic larger library events.
5. Assisting patrons at the circulation desk according to policies of the Jay County Public Library and the Evergreen Indiana library consortium.
6. Performing a variety of other duties assigned based on education and strengths.

What's Required for Consideration?

A Bachelor's degree required for this position. A Masters of Library Science is preferred, but a combination of education and experience will be considered. Candidates will need to eventually obtain an Indiana Librarian Certificate 5 per the standards of the Indiana State Library.

Terms:

1. Full-time position (37.5 hours per week) including evening and Saturday assignments.
2. Starting pay - \$22.30 per hour; \$43,500 annualized salary.
3. Pro-rated amount of Paid Time Off upon start of employment.
4. Enrollment in the Indiana Public Retirement System.

Position Availability:

March 2020 - Open until filled

Application Procedures:

1. Application may be found on the library's website - www.jaycpl.lib.in.us. Questions may be directed to Eric Hinderliter - ehinderliter@jaycpl.lib.in.us.
2. Email application, letter of interest, resume, and references, and any questions you may have about the position to: ehinderliter@jaycpl.lib.in.us or mail to JCPL Attn: Eric Hinderliter 315 N Ship St Portland, IN 47371.

Jay County Public Library
Application for Employment

Position:
Youth Services Librarian

Name: _____ Telephone: _____

Address: _____

Email: _____ Referred By: _____

If you are currently employed, may we contact that employer? _____

Supervisor's Name and Telephone: _____

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? _____

Do you have a valid driver's license without restrictions, other than needing visual correction? _____

This job may include a mix of day, evening, and Saturday hours. If you would have conflicts with such hours, give a brief explanation.

The job will entail climbing stairs, stepping up and down on step stools, driving the bookmobile, carrying boxes of books, and using a computer keyboard for example. Do you have any physical conditions which may limit your ability to perform the job applied for? If yes, please explain. _____

I authorize investigation of all statements contained in this application and submitted materials and release from liability any person or employer supplying such information. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge and understand that any falsification, misrepresentation or omission of acts will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered. I understand and agree that any employment which may be offered is "at will," which means it is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time without any previous notice. I understand that this application and submitted materials do not constitute an offer of employment.

Date: _____ Signature: _____

Please return application, resume, and references to Eric Hinderliter by: email to ehinderliter@jaycpl.lib.in.us or mail to JCPL 315 N Ship St Portland, IN 47371