

**Position: Public Services Librarian**

The Jay County Public Library is looking to hire a Public Services Librarian. We are looking for an individual who is: creative, full of energy and positivity, optimistic, ready for a challenge, tech savvy, 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 all ages? Are you a planner and organized? Are you willing to take risks and try new ideas? 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 \$1,300,000 budget and 18 employees.

**What Will You Be Doing?**

1. Working with other staff to coordinate marketing and outreach efforts.
2. Planning and implementing a set of programs for adults throughout the year.
3. In coordination with other staff, planning overall library services.
4. Seeking connection and partnership with other community organizations.
5. Assisting patrons at the circulation desk.
6. Assisting and instructing patrons with tech and device questions.
7. Performing a variety of other duties assigned based on education and strengths.
8. Overseeing the Indiana Room and genealogy inquiries.

**What's Required for Consideration?**

A Bachelor's degree is required for this position. Candidates will need to eventually obtain appropriate certification 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 - \$25.00 per hour; \$48,750 annualized salary.
3. Pro-rated amount of Paid Time Off upon start of employment.
4. Enrollment in the Indiana Public Retirement System.

**Position Availability:**

Immediate - Open until filled - Application deadline: July 5.

**Application Procedures:**

1. Application may be found on the library's website - [www.jaycpl.lib.in.us](http://www.jaycpl.lib.in.us). Questions may be directed to Eric Hinderliter - [ehinderliter@jaycpl.lib.in.us](mailto: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](mailto: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

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](mailto:ehinderliter@jaycpl.lib.in.us) or mail to JCPL 315 N Ship St Portland, IN 47371