March 4, 2025

**Librarian I**

Carnegie Branch

As a Librarian you will support the Department Coordinator to serve the needs of our diverse community and provide superior customer service to patrons and coworkers.

To thrive in this role you must be a dynamic individual who is outgoing, enthusiastic, energetic and has a passion for providing and helping create innovative services and programming for all ages. This candidate will also be an engaging individual who brings innovative ideas, takes initiative, and seeks to expand collaborations and partnerships throughout our community. You must exude positivity as you work with the JDL team to promote the service-minded culture and vision of JDL.

Every day you will interact with patrons in varying ways. This will require professionalism, patience, and a solid understanding of JDL policies and procedures. The Librarian will be responsible for all areas of the department, branch, and serves as a resource for other staff members.

A successful Librarian candidate will possess a MLIS from an ALA accredited college or university, have experience in readers advisory, knowledge of contemporary library best practices, policies and methods and a solid understanding of current technology, data bases, and search techniques.

In conversations with patrons and coworkers the Librarian is expected to be JDL’s biggest advocate. We are seeking someone that uses customer service talents to build relationships with patrons and the community, someone that is knowledgeable in collection development and who can contribute to collection expansion and who is comfortable making recommendations. The successful candidate must have problem solving aptitudes and the ability to take direction and lead with optimism and the ability to organize personal work responsibilities with minimal supervision.

The benefits for this position include health insurance options, pension plan, sick, vacation, personal business, and holiday time. In addition, JDL has an excellent Employee Assistance Program as well as voluntary insurances available.

This position works evenings and weekends. MLS/MLIS or active progress toward degree required.

**Please submit a cover letter.**

**EOE**

25-010

Hours/Week 40

Hourly Rate: 25.42

**Closing date: March 13, 2025**