

**Easton Area Public Library and District Center
Coordinator of Adult Services**

The Easton Area Public Library seeks a well-organized, energetic candidate for the position of Coordinator of Adult Services. This professional position provides services to the general public on a day-to-day basis and is responsible for public services to adults and the management and scheduling of the Reference Desk and supervises the Circulation Department. The Librarian is responsible for selecting materials as assigned, aiding the public with computer use, and general Reference responsibilities. The successful candidate will have knowledge of database and online reference sources, Internet, computer applications and library system software, basic Reference sources and adult literature, budgeting, grant writing, and provide consulting services for district libraries. Must have managerial experience and excellent customer service skills.

Master's Degree in Library Science (MLS) is required and three years professional library experience working in a public library setting is desired. Beginning starting salary is \$48,000, excellent benefits and a 401k retirement option. At least one evening shift per week and one Saturday a month is required. All library positions require a PA state criminal background check, PA Child Abuse History Clearance and a FBI fingerprint-based federal criminal history background check.

The Easton Area Public Library is located in downtown Easton, an urban setting and serves a population of 60,000 residents.

Send resume and references by July 6, 2018 to:

Jennifer Long
Library Director
Easton Area Public Library
515 Church Street
Easton, PA 18042