

Easton Area Public Library
Coordinator of Adult Services
Full-time position

The Easton Area Public Library is seeking an energetic, service-oriented, and well-organized individual 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 as well as the management and scheduling of the Reference Desk and supervision of the Circulation Department.

General duties include but are not limited to:

- Selecting Reference materials and online resources
- Staffing Reference desk
- Maintaining monthly reference and circulation statistics
- Aiding the public with computer/technology use
- Coordinating public programs for adults

Education and Special Skills:

- Masters Degree in Library Science and professional public library experience.
- Supervisory and programming experience preferred.
- Strong technology skills and a high level of mental attention and concentration to work on procedures.
- Knowledge of database and online reference sources, computer applications, and library system software.

The Easton Area Public Library is located in downtown Easton, PA. EAPL serves a diverse community of 60,000 residents and is committed to providing equitable and inclusive services.

Compensation:

Starting salary range \$48,000 - \$58,000 DOQ. Excellent benefits and 401k retirement plan
Evenings and Saturday hours are required.

All library positions require a PA state criminal background check, PA Child Abuse History Clearance, and a FBI fingerprint-based criminal history background check.

Send resume and references by September 17, 2021 to:
Jennifer Long, Library Director
Easton Area Public Library
515 Church Street
Easton, PA 18042