



**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 full-time professional position provides services to the general public on a day-to-day basis. The Coordinator of Adult Services manages and schedules the Reference Desk and supervises the Circulation Department. The Librarian is responsible for selecting Reference materials, including print and database collections, aiding the public with computer use, and engaging library patrons at the public service desk. The successful candidate will have knowledge of database and online reference sources, computer applications and library system software, basic Reference sources and adult literature. In addition, the candidate will be responsible for providing training and supervision to members of staff, prepare monthly and annual statistics for state reports, and monitoring departmental budgets. Traveling locally and statewide may be expected.

Master's Degree in Library Science (MLS) is required as well as three years professional library experience working in a public library setting and one year of leadership or supervisory experience. Beginning starting salary range is \$58,000 - \$65,000, 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 over 70,000 residents.

To apply for this position, please send a cover letter, resume and 3 professional references by January 24, 2025 to:

Jennifer Long
Library Director
Easton Area Public Library
515 Church Street
Easton, PA 18042
jenniferl@eastonpl.org