

154 Market St. N.E. • Canal Fulton, Ohio 44614 • P: 330-854-4148 • F: 330-854-9520 • www.canalfultonlibrary.org

Job Title: Local History & Genealogy Librarian

Full or Part-Time Position: Full-Time Position

Hours Per Week: 35 hours/week

Library Statement: The Canal Fulton Public Library is looking for an employee who is passionate about libraries and their roles in communities. We seek to provide excellent service to all who seek access to information. We aim to promote the well-being of the community through programs and cooperative efforts with other community agencies.

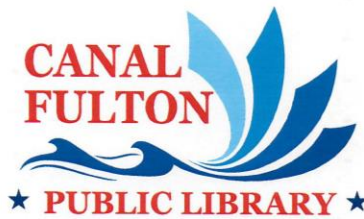
About this job: The Canal Fulton Public Library seeks a dynamic, upbeat, and friendly person to join its Information Services staff as the Local History & Genealogy Librarian. This position is responsible for preserving and promoting the history of the communities within our library district and surrounding area. This position also works at the Information and Circulation public service desks, selects materials, and creates programming.

Required Qualifications:

1. Information Program Specialist I = BS or BA in American history.
2. Information Program Specialist II = MLS or MLIS from an American Library Association accredited school, or equivalent experience with an emphasis in local history and special collections.
3. Excellent customer service skills
4. Excellent analytical problem-solving skills
5. Excellent verbal and written communication skills
6. Attention to detail
7. Ability to assist patrons with technology, apps and devices
8. Creativity and ability to put together displays and programs

Preferred Qualifications:

1. Knowledge of Canal Fulton, Clinton, Lawrence Township history, and of the Ohio & Erie Canal
2. One year of customer service experience in providing friendly, fast-paced library services for adults and teens
3. Microsoft Office experience
4. Knowledge of appropriate preservation techniques
5. Knowledge of current popular culture and popular adult authors



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Schedule: 35 hours/week, including evenings & rotating weekends

Pay Range:

1. Information Program Specialist I = \$12.92 - \$18.48/hour
2. Information Program Specialist II = \$14.27 - \$19.80/hour

The Deadline to Apply: Position Open Until Filled – Applicants who apply within two weeks of posting will be given first consideration.

How to Apply: Please submit a letter of interest, resume, completed application form, and three professional references via email to: Cathy Morgan, Information Services Manager, cathy@canalfultonlibrary.org Canal Fulton Public Library 154 Market St. E., Canal Fulton Ohio 44614

Employment applications are available at the circulation desk of the library or online at: <https://www.canalfultonlibrary.org/about/employment>

No phone calls, please.

The Canal Fulton Public Library welcomes and values all people and strives to provide an inclusive environment for patrons and staff. We are responsive to the needs of the community, and seek to dismantle barriers, while providing equitable access and services to all people, regardless of race, ethnicity, age, gender identity, religion, sexual orientation, ability, or economic status. The Canal Fulton Public Library is an equal opportunity employer.