

Sedalia Public Library Job Opening

Position: Outreach & Adult Services Librarian (Full Time, 40 hours per week)

The Sedalia Public Library is looking for an outgoing person to fill a full-time position for the Outreach & Adult Services Librarian. This position is dedicated to roughly 30% Outreach Services in our community and 70% to the Adult Services department.

Desired Knowledge, Skills and Abilities:

- Ability to host & lead a variety of innovative and engaging programs/events for adults in the community.
- The willingness to grow our Outreach and Adult Services programs in order to reach more library patrons; which requires delivering books to patrons that are unable to come into the library.
- The desired candidate is dependable, organized, a learner, motivated, energetic, has a positive attitude, is flexible, and is an advocate for the library, its services, and its patrons.
- Must be knowledgeable of various forms of technology available, possess a willingness to learn, and work well on a team.
- Seeks out community engagement opportunities.

Other requirements: A reliable vehicle and a valid driver's license are necessary. This position requires lifting of materials in order to make deliveries. This position does require some evenings and weekends.

Desired Education and Experience: Some college experience in the areas of library science, education, or related field is desired, but comparable experience will be considered. Experience working in a library setting and/or community outreach is helpful, but not necessary. We can train the right person.

Benefit Package: Basic Health and Life Insurance, MO LAGERS Retirement Plan provided to employees at no cost; Dental and Vision Insurance available to purchase. Salary range is \$18.30-\$23.86 and is dependent on education and experience. We offer full time employees: two weeks' vacation (which increases with experience), one personal day, 13 paid holidays annually, and earned sick leave.

To Apply: (Preferred method) Please submit a Cover Letter, Resume and 3 letters of recommendation to: 311 W. Third St. EOE or jsparks@sedaliapubliclibrary.com

Additionally, an application can be submitted through:
www.sedalia.com/employment-opportunities/

Deadline for application: April 26, 2024 at 5pm.