



Information Access Specialist

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| Supervisor | Ellen Underwood |
| Salary | Salary minimum \$15.00/hour |
| Work Schedule | Full or part-time. Day, evening, and weekend shifts required. |
| Benefits | Standard benefits include participation in the Indiana Public Employees Retirement Fund, medical insurance, life insurance, vision insurance, and short-term disability insurance. Other benefits available at employee expense. |
| Overview | Under the supervision of the Marketing and Information Access Coordinator, the Information Access Specialist will meet community needs by assisting customers of all ages and abilities with resources, information, and materials. This person will assist in developing a diverse and equitable collection. |
| Responsibilities | <ul style="list-style-type: none"> • Enthusiastically support the Library’s mission, vision, and values. Build excitement for Library services and be instrumental in shaping the Library’s future. • Enjoy assisting customers of all ages and abilities with resources, information, technology, and materials. Be familiar with local resources and information. • Develop and maintain adult materials collections as directed. • Assist in developing, presenting, and evaluating creative and educational programming for adults. • Assist with marketing and promotion. • Develop and maintain positive relationships with customers, staff, and the community. Provide exceptional customer service. • Know Library policies and practices. • Project a positive image of the Library through manner and appearance. • Complete relevant continuing education. • Embrace change. Promote new ideas. • Other duties as assigned. |

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| <p>Key Competencies</p> | <ul style="list-style-type: none"> • Customer and community focus. • Forward thinking and proactive. • Courteous, friendly, flexible, and accommodating. • Kind, supportive team player. Ability to collaborate to achieve a common goal. • Ability to assess, organize, and prioritize tasks. • Interest in adult literature and formats. • Listening and problem solving. |
| <p>Qualifications, Education, and Experience</p> | <ul style="list-style-type: none"> • Bachelor’s Degree required. • Public Library experience desired. • Experience and desire in working with the public. • Experience, interest, and skill with current and new technologies. • Excellent verbal and written communication skills. • Valid driver’s license and licensed vehicle. |
| <p>Physical Demands</p> | <ul style="list-style-type: none"> • Sit, stand, walk, and speak frequently. • Lift, push, or carry weights up to 25 pounds. |

TO APPLY: Submit E-mail resume and letter of application to:
employment@bedlib.com.

This job description is not all inclusive. The Bedford Public Library administration reserves the right to amend this job description at any time. The Bedford Public Library is an equal opportunity employer and as such will comply with all state and federal laws regarding employment practice.