



Information Access Specialist

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| Supervisor | April Blair |
| Salary | Salary minimum \$17.00/hour |
| Work Schedule | Full-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 | The Information Access Specialist will meet community needs by assisting customers of all ages and abilities with resources, information, and materials. This person will develop, present, promote, and evaluate programming for adults and 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. • Develop, present, promote, and evaluate creative and educational programming for adults. • Effectively use digital search methods, browsers, and databases to fully meet customer needs. • Be familiar with local resources and information. • Develop and maintain adult materials collections as directed. • Develop and maintain positive relationships with customers, staff, and the community. • 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. |
| Attributes | <ul style="list-style-type: none"> • Customer and community focus. • Ability to deliver programs in front of a group. • Inquisitive and analytical. • Courteous and friendly. • Flexible and accommodating. |

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| | <ul style="list-style-type: none"> • Supportive team player with the ability to collaborate to achieve a common goal. • Forward thinking and proactive. • Organized • Listening and problem solving. |
| <p>Qualifications, Education, and Experience</p> | <ul style="list-style-type: none"> • Bachelor’s Degree required. • Experience and desire to work 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.