Gary Public Library
220 W 5th Ave,
Gary, IN 46402

Library Associate

Job Type: Non-Exempt
Schedule: To be confirmed
Location: Onsite (Gary, Indiana)
Salary: $35,100.00/yr. minimum
Supervisory Responsibilities: No

About Us:

The Gary Public Library serves as a cornerstone for learning, literacy, and community engagement in the city of Gary and surrounding areas. With a commitment to providing access to information, educational resources, and cultural enrichment, the library offers a wide range of services and programs for all ages. Its facilities house extensive collections, public use computers, meeting spaces, and dedicated areas for youth, teens, and adults. The library is dedicated to fostering lifelong learning, supporting local history and culture, and building a welcoming environment where everyone can connect, explore, and grow.

Why Join Us:

If you are passionate about serving your community and helping ensure equitable access to books, education, and community programming, join us at the Gary Public Library. Our employees play an important role in supporting the programs, services, and resources that make a meaningful difference in the lives of Gary residents. We value professionals who bring integrity, attention to detail, accountability, and commitment to community. In return, we offer opportunities for professional growth, meaningful work, and the chance to apply your skills in an organization whose success directly supports literacy and lifelong learning.

Who We're Looking For:

The Library Associate supports reference and information services for Library patrons of all ages, including youth and families. This position assists patrons with research inquiries, readers' advisory, Library collections, digital resources, and technology, and helps provide continuity of reference services when an MLS/MLIS-qualified Librarian is

unavailable, within the scope of the Associate's qualifications and assigned responsibilities.

The ideal candidate is an approachable, resourceful, and service-oriented library professional with experience supporting patrons, youth, and families. The successful candidate will demonstrate strong communication, research, and technology skills; sound judgment; and a commitment to accessible, welcoming Library service.

What You'll Do

As a Library Associate, you'll help patrons locate and use information, Library materials, databases, digital resources, and community information. You'll respond to routine reference and research questions, provide readers' advisory, and assist individuals and groups with information literacy and technology skills. When an MLS/MLIS-qualified Librarian is unavailable, you'll help maintain day-to-day reference services and address patron needs within your training and authority, escalating complex or specialized questions as appropriate.

You'll also assist with educational programs and workshops for patrons of all ages, including youth and families; support collection maintenance and development activities; and collaborate with schools, organizations, and community partners to promote Library resources and services.

What You'll Bring

- Bachelor's degree and at least two years of library experience, or an equivalent combination of education, training, and experience.
- Two years of relevant experience working with youth and families in a library, school, educational, childcare, community, or similar setting.
- Eligibility to obtain and maintain Indiana Library Certification at Level 5 or higher.
- Strong research, technology, instructional, presentation, communication, and customer service skills.
- Ability to work independently and collaboratively, manage multiple priorities, and adapt to changing information and service needs.
- A creative, approachable, and flexible style with the ability to connect and work collaboratively with staff and community partners.
- Occasional evening or weekend availability and the ability to lift or move Library materials and supplies weighing up to 25 pounds may be required.

Benefits

Benefits and eligibility will be based on the position's approved employment classification.

How to Apply:

Candidates interested in joining the Gary Public Library are invited to submit the following materials for consideration:

- **Current resume** outlining relevant education, experience, and qualifications
- **Cover letter** describing your interest in the position and how your skills and experience align with the role
- **Three professional references**, including current or former supervisors or other professional contacts who can speak to your qualifications and work performance

Please submit application materials electronically to hrgpl@garypubliclibrary.org with “Library Associate” in the subject line.**hrgpl@garypubliclibrary.org**

Applications will be reviewed as they are received, and the position will remain open until a qualified candidate is selected. Candidates are encouraged to submit their application materials promptly for consideration.

The Gary Public Library is an Equal Opportunity Employer and is committed to recruiting, selecting, developing, and promoting employees based on individual ability and job performance. Reasonable accommodation may be available to enable differently abled individuals to complete the application and interview process as well as perform the essential functions of a role.

Selected candidates will be required to successfully complete a pre-employment screening as a condition of employment.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all responsibilities and duties required.