



1205 Main Street
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www.hayspublib.org

We are hiring for a full-time Adult Services Coordinator at the Hays Public Library. In conjunction with the Adult Services Manager, this position assists with the supervision of Adult Department staff in the absence of the Adult Services Manager, and assists with duties pertaining to providing the best service possible in the Adult Department.

The Adult Services Coordinator will play a critical role in efforts to improve the patron experience at the library. Strong customer service skills and an engaging attitude are a must. This position also requires strong organization skills to meet the planning, procedural, and collection development demands of the position. A high level of comfort with technology is also important. This person will assist with library hardware and software as well as technology utilized by patrons.

The Hays Public Library is an inspiring and dynamic place to work. We serve Hays and the surrounding areas by providing access to over 170,000 physical materials, digital resources, information, and programming to satisfy the educational and recreational needs of our great community. Located in the flourishing downtown district, the library invites over 420 people into the beautiful facility every day.

The Adult Services Coordinator hiring range is \$27,000 - \$30,000/annual. This position has a great benefits package including employee paid health insurance, paid-time-off, paid holidays, and more.

If interested in the position, please apply by visiting <https://hayslibrary.org/jobs/> where you can review the official job description and find the Hays Public Library Employment Application. For questions, contact Samantha Gill, sgill@hayslibrary.org.