

Alpha Park Public Library District

3527 So. Airport Road, Bartonville, IL 61607

Telephone: (309) 697-3822 ... Fax: (309) 697-9681

Director's E-mail: jrichmond@alphapark.org

Website: www.alphapark.org

ADULT SERVICES LIBRARIAN

Full-time/Exempt; 40 hours per week; one assigned evening; occasional Saturday, as programmatic and/or staff needs require ... Benefits.

Salary: Depending on Qualifications. Starting at \$16.70/hr., non-MLS; \$18.80/hr., MLS.

Education: Bachelor's degree required. Experience in public/customer service. Library experience preferred. Will consider Master's Degree from an ALA-accredited institution.

Technology: Familiarity with online systems, Microsoft applications, informational databases. Knowledge of communications software, equipment and meeting room AV, 3D printer helpful.

Position:

- Reference services: Reader's advisory, knowledge of adult popular fiction, research skills, knowledge of reference interview skills
- Instruction: assisting patrons with various technologies, including computers, tablets, e-readers, and other e-devices; includes teaching classes for adults, teens, families, along with one-on-one help
- Collection development and maintenance, including weeding
- Participates in marketing projects, including electronic and social media formats
- Plans adult programs, individually or collaboratively with other Adult Services staff, including Summer Reading Club
- Prepares reports and maintains statistics on ongoing basis
- Shares in supervision of Reference Assistants
- May serve as liaison to community groups and/or schools or community events (outreach)
- Requires strong, enthusiastic customer service skills
- Cross trained in Youth Services and Circulation

Enthusiastic and energetic persons should send a cover letter, resume, and references to:

John D. Richmond, Director

Alpha Park Public Library District (mailing and e-mail addresses, above)

Position open until filled