

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

ADULT & TEEN 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

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

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

Position:

- Reference and reader's advisory; 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; knowledge of graphic novels and some Young Adult literature desirable
- Spearheads marketing efforts, including organizing and distributing bi-monthly newsletter in paper format and electronically, using Constant Contact
- Plans adult programs, individually or collaboratively with other Adult Services staff, including Summer Reading Club
- Collaborates with Youth Services Librarian in planning and carrying out teen programs
- Prepares reports and maintains statistics on ongoing basis
- Supervises Reference Assistants
- May serve as liaison to community groups and/or schools

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