

Position: **Adult Services Reference Librarian**

**Posting Date:** October 30,2024

**Job Summary:** Under the general direction of the Director, and the direct supervision of the Head of Adult Services, assists in providing a full range of reference, reader's advisory, and digital materials assistance to patrons. Also responsible for managing collections and running library programs. May be Charge Person at times.

**Education/Experience Requirements:**

- Master's Degree in Library Science from an ALA accredited school
- At least 1 (one) year experience in a library or customer service job is preferred
- Must have excellent computer skills and be familiar with other common technology
- Must be able to communicate with the public and library team in a clear and professional manner in person, on the telephone, and in writing

**Responsibilities and Duties:**

- Trains to be a Charge Person and may be called upon in an event of an emergency
- Is responsible for ordering materials for larger areas of the department collection
- Assumes responsibility for the full range of reference and reader's advisory services for adults by providing professional assistance to patrons with informational requests and by instructing patrons in the use of the library, its materials, and services
- Creates library displays, readers' advisory handouts, and promotional materials.
- Is a primary contributor to department programming
- Heads-up outreach events
- Heads-up committees and other large projects
- Plans activities and other projects for volunteers
- May be trained in updating the library website and online calendar
- Assists in developing and maintaining the adult collection under the supervision of the Head of Adult Services
- Attends conferences or other annual trainings
- Decides if it is appropriate to send our materials out as ILLs
- Interacts with the public in a manner that promotes good public relations
- Participates in professional activities and trainings related to job responsibilities

- Is knowledgeable in the principles, methods, and practices of library science
- Is knowledgeable in the books and materials appropriate for adults
- Completes additional tasks as assigned

**Physical Demands and Working Conditions:** Employee must be able to work an 8 (eight) hour work shift, read normal sized print, and access all areas of the collection.

**Hours:** Full Time-time (40 hours per week) with night and weekend hours. Must be willing to work at both the Oswego Campus and the Montgomery Campus.

**Pay:** MINIMUM starting salary \$23.46 per hour

**To Apply:** Submit a cover letter and resume to [cleifheit@oswego.lib.il.us](mailto:cleifheit@oswego.lib.il.us) by 5 pm on Saturday, November 30, 2024

ILLINOIS PUBLIC LABOR RELATIONS ACT:

This position shall be non-exempt pursuant to the Act.

FAIR LABOR STANDARDS ACT:

This position shall be non-exempt pursuant to the Act.