

## **ASSISTANT LIBRARIAN:**

Central Citizens' Library District is seeking an enthusiastic, resourceful, creative addition to our team who is passionate about providing an exceptional library experience for children, teens and adults. The successful applicant will possess excellent communication and customer service skills. Responsibilities include: answering reference questions, preparing and conducting programs for children, teens & adults, and cataloging and collection development. Position requires the ability to work a flexible schedule, including three evenings per week and weekends.

### **Qualifications: Education, Training and/or Experience**

- Degree in Education or Bachelor's degree and willing to earn Teacher certification.
- Library training or experience preferred

### **Position Hours:**

- During School Year – 3 evenings a week 12-8, Friday 8-4, Saturday 9-1
- Summer time – Tuesday & Wednesday 9-5, Thursday 12-8, Friday & Saturday 9-2

### **Position Duties:**

#### Public Service & Supervisory:

- Ability to follow oral and written instructions and to maintain accurate records
- Ability to tactfully and effectively communicate with and work with patrons and staff in a personable and professional manner.
- Answers reference questions and locates library materials for patrons
- Arranges interlibrary loans and requests
- Ability to work effectively with current and emerging technologies.
- Understanding of patron confidentiality requirements and ethics responsibilities under Illinois law
- Alerts supervisor to problems encountered in work routines
- Oversees the library & staff in the absence of the Library Director (three evenings per week & Saturdays)
- Maintains and increases knowledge and skills through attendance at meetings conferences, training seminars and in-service training sessions
- Performs additional duties and assignments, as requested

#### Collection Development:

- Displays and promotes library material
- Knowledge of a wide range of books and authors
- Selects, maintains and catalogs materials for patrons of all ages

#### Programming:

- Create event calendars, bulletin boards, book displays & other program materials
- Prepares and conducts programs including but not limited to: Pre-K Storytime, summer reading program, after school programs for teens, and adult programs.
- Prepares annotated bibliographies, booklists, and handouts
- Selects age appropriate materials and activities for programs