

JOB OPENING
Galesburg Public Library

The Galesburg Public Library is seeking a full-time Reference and Young Adult Librarian.
Open until filled; **applications received by April 12** will receive first consideration.

Job Summary: Provide customer service by aiding customers in finding materials and information and showing customers how to use library equipment. Order and maintain a balanced collection of materials for the interests and needs of our young adult community.

Essential Functions:

- Greet visitors to the library.
- Listen to customers and provide friendly helpful assistance to them in finding what they are seeking.
- Develop and present programming for young adults.
- Reserve/order materials for customers including interlibrary loan requests.
- Monitor public computers and provide instruction, assistance and troubleshooting.
- Provide assistance with various machines including copy machines, microfilm/microfiche machines and computer printers.
- Assist in promoting library use through displays and other special projects.
- Recommend materials for acquisition/withdrawal; Participate in reference collection maintenance.
- Follow library policies and procedures when defusing tense situations with customers.
- Assist with community outreach through programs and public relations.
- Maintain positive work atmosphere by behaving and communicating in a manner which promotes good working relationships with patrons and staff.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- MLS; emphasis on Young Adult literature preferred. Library experience preferred.
- Good communication skills, both oral and written.
- Strong knowledge of reference/reader's advisory skills.
- Working knowledge of computer applications for library services.
- Ability to comprehend customer needs quickly and accurately.
- Ability to establish and maintain good working relationships with staff and public.
- Strong knowledge of research tools, including reference materials, databases and on-line catalogs.

Working Conditions/Physical Requirements:

- Able to reach, bend, stoop, and stand on feet for long periods of time.
- Able to push and pull heavy book carts, lift lightweight materials and furniture.

Compensation:

- Full time, \$14.22 - \$22.45 per hour depending on qualifications and experience
- Full benefits
- 40 hours per week, including evenings and weekends

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Posted 3-22-17

First consideration given to applications received by April 12. Send resume, cover letter, and job application (found online or at the Check-Out Desk) to Jane Easterly, jane.easterly@galesburglibrary.org or Jane Easterly, Galesburg Public Library, 40 E Simmons St, Galesburg IL 61401.