

## **Galesburg Public Library Job Opening**

Revised 013017

**Position: Supervisor**

**Department: Children's**

**Reports to: Library Director**

**Direct reports: Children's librarians**

**Job Summary:** Run the department as a warm, inviting place for children and parents while providing materials to stimulate and encourage reading.

### **Essential Functions:**

- Greet visitors to the library.
- Listen to customers; provide friendly helpful assistance to find what they are seeking.
- Reserve/order materials for customers including interlibrary loan requests.
- Monitor public computers and provide instruction, assistance and troubleshooting.
- Plan and lead storytimes and programming.
- Supervise, discipline and review staff. Devise staff schedule.
- Partner with adult and youth services to plan, schedule and promote intergenerational programs.
- Prepare reports and statistics and newsletters.
- Keep current by reading journals and attending meetings.
- Assist in promoting library use through bibliographies, displays and other special projects.
- Reach out to schools and organizations within the community.
- Choose materials for acquisition/withdrawal.
- Maintain the collection.
- Follow library policies and procedures while defusing tense situations with customers.
- Maintain positive work atmosphere by behaving and communicating in a manner which promotes good working relationships with patrons and staff.
- Perform other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Bachelor's degree, education or early childhood preferred. MLS required.
- Library experience. Supervisory experience.
- Childcare management experience; love of children; patience.
- Good communication skills, both oral and written. Grant writing skills.
- Good time management skills; self-motivated.
- Strong knowledge of reference/reader's advisory skills.
- 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 or pull heavy book carts, lift lightweight materials and furniture.

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

**To apply, send a resume, a cover letter, and the Galesburg Public Library Application for Employment (which can be found under Job Opportunities at [www.galesburglibrary.org](http://www.galesburglibrary.org)) to Director Harriett Zipfel, Galesburg Public Library, 40 E Simmons St, Galesburg IL 61401, or [harriett.zipfel@galesburglibrary.org](mailto:harriett.zipfel@galesburglibrary.org).**