

BATAVIA PUBLIC LIBRARY JOB POSTING

Part Time Reference Librarian

PURPOSE: The Batavia Public Library is seeking an enthusiastic, flexible, and innovative reference librarian who is technologically savvy, customer service driven, and passionate about helping patrons

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this position. This is not an all-inclusive list. Other duties may be required and assigned.

- provides reference and readers' advisory services;
- assists patrons in the use of the Internet, eMedia, reference databases, and the online catalog;
- assists patrons with the Makerspace;
- and teaches technology classes.

SCHEDULE:

The work schedule is 20 hours per week:

- Monday OR Wednesday 5 - 9 PM
- Thursday 5 - 9 PM
- Friday 9 AM – 5 PM
- 1½ weekends per month

QUALIFICATIONS FOR POSITION:

- **REQUIRED:** A Master's Degree in Library and Information Science from an ALA-accredited program. and a minimum of 1 year's experience in a library of any type. Team player who works well with others, and has excellent communications skills, strong computer skills, and outstanding readers' advisory skills.
- **PREFERRED:** A minimum of 2 years' experience in reference and adult services is preferred, preferably in a public library.
- **DESIRED:** Fun-loving, tactful, resourceful, and good-humored.

SALARY:

From \$24.5284/hour. This position is eligible for IMRF benefits.

HOW TO APPLY:

Employment applications/resumes are accepted for current openings only. Ensure that your employment application/resume clearly demonstrates how you meet the minimum qualifications for the position for which you are applying. If applicable, employment applications/resumes must be received by the deadline to be considered for the position opening. Due to the volume of employment applications, we are unable to respond to inquiries regarding your employment application or discuss available positions. If your qualifications meet our needs, we will contact you.

Send your completed application/resume

- via email to jobs@bataviapubliclibrary.org
- mail to **10 S. Batavia Ave, Batavia, IL 60510 Attention: Human Resources**
- or drop-off in person