Macomb Public Library District

235 S. Lafayette • Macomb, IL 61455-2231 • voice/fax 309.833.2714 • library@macomb.com www.macomb.lib.il.us
Member: Reaching Across Illinois Library System • Resource Sharing Alliance • Illinois Library Association

Macomb Public Library is seeking a fulltime Library Assistant Children's Specialist...40-hour work week, health insurance, Retirement, background check, salary schedule range dependent on experience, library degree preferred, position open until filled. Cover letter and application at library and online.

Position Title: **Library Assistant / Children's Specialist**

Status: **Full-time**; non-exempt

Reports To: Library Director or designee

Position Summary:

Under general supervision, this employee performs a variety of clerical and para-professional library tasks involving the application of standard library procedures, some of which are prerequisites and some of which are learned on the job. This employee has responsibility for the operation of library services for children. In addition, this employee supervises library pages and can assume responsibility for building operations. The work requires the exercise of initiative and independent judgement. The incumbent must understand the mission of the Macomb Public Library District and be able to administer and discharge all of his/her responsibilities accordingly.

Major Duties:

Primary duties will include, but will not be limited to, the following:

- Coordinating the operation of library services for children
- Coordinating and participating in the planning and presenting of children's programs, including story hour
- Instructing children in the use of the card catalog and other library services.
- Overseeing the registration of children
- Overseeing the preparation and distribution of overdue notices for children's materials
- Training and supervising library pages
- Checking library materials in and out.
- Reshelving materials and maintaining shelf order
- Answering reference questions and providing children's advisory services
- Supervising the building, including opening and closing
- Operating the telephone system
- Phoning patrons about reserves and overdues for children's materials
- Changing date machine and performing the daily count of attendance
- Operating the copy machine, FAX machine, and microfilm/microfiche readers, reader/printers, computers, and printers
- Explaining the arrangement of the children's library to patrons
- Helping patrons find materials
- Other duties as assigned

Education/Experience:

Employee must be at least 21 years of age. Requirements include two years of college, including at least six semester hours of course work directly related to child development, early childhood education, elementary education, or children's literature, and a minimum of one year of clerical experience in a library; or three years of experience in a children's department of a library. In addition, the employee must demonstrate a commitment to continuing education and training in the field by frequently attending workshops, classes, programs, etc.

Abilities, Skills, and Knowledge:

- Advanced knowledged of general library methods and procedures
- Considerable knowledge of children's books and materials
- Ability to read, to write, and to understand and follow oral and written instructions
- Capability to instruct children in the use of library facilities and services
- Facility with English language grammar and spelling
- Ability to present a neat, well-groomed appearance
- Ability to adapt to changing job assignments
- Ability to display a friendly and positive attitude with the public and with coworkers
- Typing and filing skills
- Basic arithmetic skills
- Aptitude for detail work
- Good communication skills with both children and adults

Working Conditions:

- The job includes mandatory evening and weekend hours
- Work schedule varies from week to week
- While performing the duties of this position, the employee is required to stand, sit, and use hand and fingers. The employee is also required to walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, and to talk and to hear.
  - 35% of the work day is spent standing
  - 35% of the work day is spent walking
  - 30% of the work day is spent sitting
- Employee must regularly lift or move up to 10 lbs., frequently lift or move up to 25 lbs., and occasionally lift or move up to 50 lbs.

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APPLICATION FOR EMPLOYMENT

MACOMB PUBLIC LIBRARY DISTRICT
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

POSITION DESIRED: LIBRARY ASSISSTANT (PLEASE CHECK ALL THAT APPLY)

FULL TIME: _____ PART TIME: _____

NAME_____

ADDRESS_____

CITY/STATE/ZIP_____ PHONE_____

LIBRARY HOURS

The library is open Monday through Friday from 9 a.m. to 6 p.m., and Saturday from 9 a.m. to1 p.m.
What hours are you interested in working? Check time and day.

9am-6pm_____ 9am-1pm_____ 2pm-6pm_____ 4pm-6pm_____

Monday_____ Tuesday_____ Wednesday_____

Thursday_____ Friday_____ Saturday_____

SUMMARIZE ANY SPECIALIZED SKILLS, TRAINING, OR QUALIFICATIONS
(typing, computer, filing, etc.)

_____

_____

_____

_____

WORK EXPERIENCE: JOB TITLE, DUTIES
EMPLOYER: NAME, ADDRESS

_____

_____

_____

EDUCATION: If a student, list school and year in school.

Have you worked in a library, ___? If yes, explain your duties.

Tell us something about yourself and your interest in working at the Macomb Public Library.

REFERENCES:

NAME	ADDRESS	TELEPHONE
1.		
2.		
3.		

I HEARBY AFFIRM THAT MY ANSWERS TO THE FORGOING QUESTIONS ARE TRUE AND ACCURATE, AND I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED IN FOR THIS APPLICATION MAY BE CAUSE FOR REJECTION OF APPLICATION OR WILL BE SUFFICIENT GROUNDS FOR TERMINATION OF MY EMPLOYMENT WITHOUT PRIOR NOTICE AT ANY TIME HEREAFTER. SUCCESSFUL APPLICANT MUST RESIDE WITHIN THE BOUNDARIES OF THE MACOMB PUBLIC LIBRARY DISTRICT. I AUTHORIZE INQUIRY ABOUT MY EMPLOYMENT WITH CURRENT/PREVIOUS EMPLOYERS AS PROVIDED BY THE ILLINOIS PUBLIC ACT 83- 1104, AS AMENDED. I ALSO WILL BE ABLE TO VERIFY EMPLOYMENT ELIGIBILITY IN KEEPING WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 (FOR EXAMPLE, VALID DRIVERS LICENSE AND AN ORIGINAL SOCIAL SECURITY CARD). ALL APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, THE PRESENCE OF ANY NON-JOB-RELATED MEDICAL CONDITION OR HANDICAP, OR ANY OTHER LEGALLY PROTECTED STATUS.

DATE_____ SIGNATURE_____

THANK YOU for completing this application form and for your interest in employment with Macomb Public Library District.

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WORK EXPERIENCE: JOB TITLE, DUTIES
EMPLOYER: NAME, ADDRESS

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