



115 West Laurel
Millstadt, IL 62260
618-476-1887

LIBRARIAN JOB DESCRIPTION

As a public library specializing in community engagement, the Millstadt Library is continually growing and expanding services and collection to fit the ever-changing needs of our community. Many of our patrons are parents, children, and seniors. Our collection's focus is fiction entertainment that includes enough diversity to begin research or education on a plethora of subjects. The Library hosts several programs throughout the year including a story hour, an independent summer reading program, and a holiday open house.

As a librarian, you will manage advanced electronic resources, digital records, help patrons access a wide range of information, and maintain our library collection by managing books, media, and electronic resources. You will also carry out library administrative tasks and organize community events.

For this position, the ideal candidate would be a creative individual with a passion and focus for creating and implementing events and programs. Candidates will be innovative, have the ability to perform public speaking with adults or children, and love a challenge.

SPECIFICALLY, this position will host story times help to implement day time programs.

About the position

- Part-Time, 20 – 25 hours a week
- Hours are Mon-Thurs 11 a.m. – 3 p.m.
- Fridays 11 a.m. – 5 p.m. as scheduled
- Saturdays 10 a.m. – 2 p.m. as scheduled
- Availability for special events
- No benefits
- No paid holidays
- Minimum Wage

Librarian responsibilities and duties

- Assist patrons with finding reference materials and leisure reading materials
- Maintain library inventory and conduct periodic audits of the information on file
- Help patrons navigate electronic records and periodicals
- Create and implement new programs to attract patrons of different demographics, such as socials and author signings
- Check books and other materials in and out of the library
- Teach patrons how to use the electronic database and its functions
- Manage the acquisition of new materials
- Print, Copy, Scan, and Fax documents
- Assist patrons with computer and internet



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- Assist other librarians as needed

Librarian knowledge and skills

- Knowledge of the principles and practices of public library functions
- Strong verbal and written communications skills
- Ability to develop and present library programs
- Ability to develop and present public information materials to promote library use within the Library's brand
- Considerable ability to establish and maintain effective working relationships with superiors, co-workers, and the general public
- Experience working with electronic databases of library materials
- Ability to work independently and self-start
- Knowledge of computers and internet
- A love of reading and educating

Requirements

- Must be able to do math at the algebraic level
- Associates degree or more preferred (will count experience as requisite)
- Ability to work flexibly, some weekends, and sometimes at short notice
- Proficiency in computers and internet

Special working conditions

- Duties are performed indoors in an office environment
- Duties require extended periods of standing, walking, sitting, speaking, and listening
- Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling
- Weights up to 50 pounds are encountered
- Vision requirements include close vision and ability to adjust focus
- Reading materials and verbal instructions require complex interpretation
- Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans
- The noise level is usually moderate
- Must have reliable transportation
- May need to travel for specialized library classes