

**QUINCY PUBLIC LIBRARY
POSITION OPEN**

CLASSIFICATION: Librarian

DEPARTMENT: Information Services

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Provides Reference and Readers Advisory service to patrons of all ages; assists patrons in the use of library materials and equipment; performs database searches; formulates interlibrary loan subject and title requests; participates in collection development, both purchasing and weeding; maintains the Adams County Death index and indexes minutes of library board meetings and genealogical resources; records and processes new microfilm and telephone books and may assist in maintenance of other areas of the local and state history collection; may participate in library-sponsored adult book clubs or other programming; other duties as assigned.

QUALIFICATIONS:

Master's Degree in Library Science or Information Science from an accredited library school preferred. Demonstrated computer experience required. Knowledge of word processing, desktop publishing, and library software preferred. Excellent written and oral communication skills. Ability to work well with others. Reliable and self-motivated.

RATE OF PAY: \$19.00

HOURS: Part-time position, approximately 20 hours per week, with a varying schedule including days, evenings and weekends.

OPENINGS: One

APPLICATION FORMS AVAILABLE AT:

Administration Office
Quincy Public Library
526 Jersey Street
Quincy, Illinois 62301

The Library is an Affirmative Action / Equal Opportunity Employer.
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