

**QUINCY PUBLIC LIBRARY
POSITION OPEN**

POSITION: IT / Marketing Coordinator

CLASSIFICATION: Librarian

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Under the supervision of the Assistant Director / Marketing Director, works with City IT to assist in managing library technology infrastructure. Additionally, this position will assist in marketing library materials, programs, and services to the public.

QUALIFICATIONS:

Bachelor's degree in Computer Technology or related field. At least two year's experience working in the computer technology field. Marketing, graphic design, and/or library experience preferred. Demonstrated ability to maintain privacy and confidentiality. Excellent written and verbal communication skills. Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor. Ability to complete detailed work accurately, efficiently, and on time with minimal supervision. Ability to plan, organize, and prioritize work assignments. Ability to work independently or as part of a team. Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library.

RATE OF PAY: \$19.00

BIDDING CLOSSES AT 5:00 PM ON THURSDAY, OCTOBER 29, 2020.

APPLICATION FORMS AVAILABLE AT:

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

The Library is an Affirmative Action / Equal Opportunity Employer.
Posted 10/20/20