

**QUINCY PUBLIC LIBRARY  
POSITION OPEN**

**POSITION:** Reference Specialist

**CLASSIFICATION:** Specialist

**DEPARTMENT:** Information Services

**DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

The Reference Specialist will assist in coordinating programs and events for teens and adults. Additionally, this position will assist in providing reference services and answering patron's questions to assure high patron satisfaction.

**QUALIFICATIONS:**

Bachelor's Degree preferred. Two years programming or related experience and/or library experience preferred. Ability to multi-task. Proficiency with electronic resources and the ability to use library databases. Ability to work well with patrons and staff. Excellent oral and written communication skills. Creative and enthusiastic person with the ability to work with all ages. Reliable and self-motivated. Demonstrated computer experience required. Knowledge of word processing, desktop publishing and library software preferred.

**RATE OF PAY:** \$15.00

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

**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