

**QUINCY PUBLIC LIBRARY  
POSITION OPEN**

**CLASSIFICATION:** Senior Delivery Specialist

**DEPARTMENT:** Collection & Delivery Services

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

Maintains profiles of patrons in the Outreach program. Performs circulation functions, including shelving; provides reader's advisory and reference service to patrons. Selects and delivers materials to patrons and deposit collection sites; maintains records of all materials requested and delivered. Maintains contacts with activity directors and other professionals in nursing homes, assisted living facilities, and senior housing. Collects material from bookdrops and delivers material to offsite QPL lockers. Inserts and rotates materials in kiosk. Troubleshoots and reports kiosk error/malfunctions. Instructs patrons on the proper use of library materials and equipment. Recommends materials to be purchased for collection. Works with delivery volunteers, fills in when volunteers are unavailable.

**QUALIFICATIONS:**

Bachelor's Degree preferred. Two years library or relevant experience preferred. Experience working with people with special needs preferred. Knowledge of a variety of books, authors, subjects, and audio/visual materials desirable. Demonstrated computer experience required. Ability to lift, push, carry and/or pull moderate to heavy materials. Excellent written and oral communication skills. Ability to work well with others. Reliable and self-motivated. Clean driving record and valid driver's license.

**RATE OF PAY:** \$15.00

**HOURS:** Full-time position, with a varying schedule consisting of days, evenings, and weekends.

**OPENINGS:** One

**APPLICATION FORMS AVAILABLE AT:**

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

The Library is an Affirmative Action / Equal Opportunity Employer  
11/4/20