

**QUINCY PUBLIC LIBRARY
POSITION OPEN**

CLASSIFICATION: Librarian

DEPARTMENT: Information Services

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

The Information Services Librarian is responsible for providing in person and virtual reference and research assistance to patrons. This position participates in collection development, and ensures interactive user engagement with the library's digital content and online resources. Additionally, this position will help support library programs and community outreach. See attached job description for more details.

QUALIFICATIONS:

Master's Degree required; Master's Degree in Library Science or Information Science from an accredited library school preferred. Two years library experience preferred. Demonstrated computer experience required; knowledge of word processing, desktop publishing, and library software preferred. Proficiency with electronic resources and the ability to use library databases. Excellent written and oral communication skills. Ability to multi-task. Ability to work well with others. Reliable and self-motivated. Ability to lift, push, carry, and/or pull moderate to heavy materials.

RATE OF PAY: \$19.00

HOURS: Full-time position, 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.
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