

**QUINCY PUBLIC LIBRARY
POSITION OPEN**

CLASSIFICATION: Senior Delivery Specialist

DEPARTMENT: Collection & Delivery Services

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Performs circulation functions including, but not limited to:

Loans library materials to patrons and collect returned materials.

Sorts and re-shelves returned books, periodicals, and other materials.

Answers library users' questions and explains library policies and procedures.

Resolves library user problems related to circulation functions.

Calculates fines and collects library charges from library users

Inspects library materials for damage and makes recommendations for repair or withdrawal.

Places patron holds requests.

Pulls hold requests.

Maintains the neatness and order of the circulating collection.

Recruits potential patrons for delivery service including attending the Senior Expo or other events where our service can be shared. Interviews potential patrons to determine if the patron is a candidate for short or long term delivery and what their needs are.

Completes appropriate in-take forms inclusive of Library Card Application and Statement of Responsibility. Maintains accurate patron records for patrons in the delivery program following the prescribed template; inclusive of keeping Charge History type information.

Inputs and adjusts patron interests in the Outreach module regularly to best reflect patron's current needs and preferences.

Inputs and adjusts Q-Picks Selection Service patrons.

Provides reader's advisory and reference service to patrons, with assistance from librarians as needed.

Selects appropriate library materials for delivery patrons and participating facilities.

Prepares these materials for delivery following current protocols.

Delivers library materials to patrons and facilities on a rotating biweekly schedule.

Maintains regular contact with delivery patrons regarding checkouts and outstanding materials.

Maintains regular contact with activity directors and other professionals in nursing homes, assisted living facilities, senior housing, and other participating facilities.

Instructs patrons in the proper use of library materials and equipment.

Recommends materials to be purchased for collection.

Works with delivery volunteers; scheduling volunteers, filling in when volunteers are unavailable, or recruiting new volunteers as needed.

Collects material from book drops and delivers materials to offsite QPL lockers.

Inserts and rotates materials in Kiosk.

Troubleshoots and reports Kiosk errors/malfunctions to Manager of Circulation and Delivery.

QUALIFICATIONS:

Bachelor's Degree in a related field 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. Good 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.

APPLICATION FORMS AVAILABLE AT:

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

The Library is an Affirmative Action / Equal Opportunity Employer
2/18/21