

**QUINCY PUBLIC LIBRARY
QUINCY, ILLINOIS 62301
POSITION OPEN**

CLASSIFICATION: Clerk

DEPARTMENT: Information Services Services (Children's Area)

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

The Children's Clerk will contribute to planning and implementation of library programs, collections, and services in the children's department.

Assists in the planning and presentation of literature-based and multi-media programs, including puppetry, drama, crafts, and story-telling for children. Assists in the coordination and implementation of community outreach, school programs and Library-wide campaigns, including the annual Summer Reading Program. Participates in program committee planning, including developing themes for the year and discussing possible program ideas with the programming team. Provide friendly, efficient, and knowledgeable customer service. Routinely works at the Children's Desk and provides assistance to patrons of all ages with simple reference and reader's advisory questions, with assistance from the Children's Librarian as needed. Assist and instruct patrons using virtual resources, downloading digital content, using publicly available technology including computers, printers, copiers, scanners, fax, etc. in scheduled group programs or one-on-one training sessions. Assists with re-shelving books, periodicals, and other materials. Represents the Library in community and professional meetings as required. Stays abreast of new technologies and library trends.

QUALIFICATIONS:

Associate degree preferred. High school diploma or GED required. Associate Degree preferred. Two years of programming or related experience preferred. Experience working with children, and familiarity with Children's literature preferred. Creativity and enthusiasm for working with children. Excellent organization, time-management, and multi-tasking skills. Good written and oral communication skills. Demonstrated computer skills. Clean driving record and valid driver's license. Extended periods of sitting, standing, and walking is required. Ability to lift, push, carry, and/or pull moderate to heavy materials is required.

RATE OF PAY: \$11.50 per hour

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

APPLICATION FORMS AVAILABLE AT:

Quincy Public Library
Administrative Office
526 Jersey Street
Quincy, IL 62301

The Library is an Affirmative Action / Equal Opportunity Employer
Posted 3/3/21