

**QUINCY PUBLIC LIBRARY
POSITION OPEN**

CLASSIFICATION: Clerk

DEPARTMENT: Children's Area

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

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. Creates and maintains assigned library displays, bulletin boards, and display cases. Works at the Children's Desk answering phone calls, checking out material, assisting patrons locate material, and provides assistance to patrons with simple reference and reader's advisory questions. Assists and instructs patrons in the use of library resources including downloading digital content and using publicly available technology. Assist with basic collection and children's material maintenance including shelf reading, shelving materials, and restocking book displays.

QUALIFICATIONS:

Associate's Degree preferred; high school diploma or GED required. Two years programming or related experience and/or training preferred. Experience working with children, and familiarity with Children's literature preferred. Creativity and enthusiasm for working with children. Demonstrated computer experience required. Excellent organization, time management, and multi-tasking skills. Good written and oral communication skills. Reliable and self-motivated. Clean driving record and valid driver's license required.

RATE OF PAY: \$12.30

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

OPENINGS: One

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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