

**QUINCY PUBLIC LIBRARY
POSITION OPEN**

CLASSIFICATION: School Outreach Specialist

DEPARTMENT: Collection & Delivery Services

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Acts as primary contact for schools by establishing relationships and maintaining contact with schools, teachers, librarians, and other relevant school staff. Maintains a delivery and pick-up schedule that is communicated with teachers/schools. Promotes school delivery program by attending school events, family nights, teacher's meetings, etc. Selects requested materials and fills school holds based on criteria provided by teacher. Prepares deliveries including checking out materials, renewing materials, and shelving school outreach collection. Maintains accurate records of requested, loaned, and returned materials. Issues and renews teacher library cards annually. Coordinates distribution of and conducts training on student e-cards. Provides support for teachers on all library resources. Works closely with Children's Librarian on school outreach book selection and weeding collection. Works closely with Outreach Department for the delivery of materials; may perform deliveries when necessary.

QUALIFICATIONS:

Associates Degree required, Bachelor's Degree preferred. Two years library or relevant experience preferred. Training and experience with child development and reading levels, and familiarity with children's literature preferred. 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: \$15.45

HOURS: Part-time position, 20 hours per week 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
03/15/22