

**QUINCY PUBLIC LIBRARY
526 JERSEY ST
QUINCY, ILLINOIS 62301**

POSITION OPEN

CLASSIFICATION: Senior Delivery Specialist

DEPARTMENT: Outreach

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Maintains profiles of patrons in the Outreach program. Performs circulation functions, including shelving. Provides reader's advisory and reference service to patrons with assistance from librarians as needed. Selects and delivers library materials to patrons and deposit collection sites; maintains records of all materials requested and delivered. Maintains contact with activity directors and other professionals in nursing homes, assisted living facilities, and senior housing. Instructs patrons in the proper use of library materials and equipment. Recommends materials to be purchased for collection. Works with delivery volunteers; fills in when volunteers are unavailable. Serves on committees; performs other duties relevant to the position as assigned.

QUALIFICATIONS:

Bachelors Degree preferred. Two years library or relevant experience preferred. Clean driving record and valid driver's license required. Reliable and self-motivated.

RATE OF PAY: \$15.90 per hour

HOURS: Part-time position, 15 to 20 hours per week with a varying schedule including evenings and weekends.

OPENINGS: One

APPLICATION FORMS AVAILABLE AT:

Quincy Public Library
Administration
526 Jersey St
Quincy, IL 62301

The Library is an Affirmative Action / Equal Opportunity Employer
Posted 6/20/22