

**QUINCY PUBLIC LIBRARY
POSITION OPEN**

POSITION: Community Engagement and Adult Programming Specialist

CLASSIFICATION: Specialist

DEPARTMENT: Information Services

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

The Community Engagement and Adult Programming Specialist is responsible for providing library services and access to resources for the Quincy community. This position will work closely with community groups and businesses by developing relationships and partnerships for programming and library activities. This position will also plan and coordinate all special events and programs for adults.

QUALIFICATIONS:

Bachelor's Degree required. Masters Degree in Library or Information Science from an accredited library school preferred. Ability to multi-task. Proficiency with electronic resources and the ability to use library databases. Ability to work well with patrons and staff. Excellent oral and written communication skills. Creative and enthusiastic person with the ability to work with all ages. Reliable and self-motivated. Demonstrated computer experience required. Knowledge of word processing, desktop publishing, and library software preferred. Prior experience working with community groups preferred. Clean driving record with a valid driver's license.

RATE OF PAY: \$15.90

HOURS: Full-time position, with a varying schedule including days, evenings and weekends.

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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