



ZION-BENTON PUBLIC LIBRARY

2400 Gabriel Ave., Zion, IL 60099 • 847.872.4680 • zblibrary.info
Serving the communities of Beach Park, Winthrop Harbor, and Zion.

Job Title: Adult Reference Librarian

We are looking for a creative, friendly, and enthusiastic individual with excellent interpersonal skills who can effectively promote and utilize library resources to serve our patrons. The individual will formulate, direct, coordinate and publicize adult / special events programming, including some community outreach and marketing activities. The candidate will also provide reference services, reader's advisory and computer assistance to adult patrons in the library as well as through the library's other communication channels. The individual will also perform collection development duties as assigned and manage related budgets. The individual should be versatile, customer-focused, and adaptable to emerging trends. Spanish speaking is desired.

FLSA Status: Exempt

Reports To: Adult Services Manager

Overview:

The position focuses on the development and implementation of programs, collections, and outreach supporting digital literacy and the promotion of library resources.

Essential Functions and Responsibilities:

- Develop collection in areas assigned, including acquisitions and weeding; use informational resources to identify materials needed.
- Develop program ideas and find new ways to engage patrons within the library, community, and online.
- Assist in managing and promoting databases.
- Assist in troubleshooting library technologies, including hardware, databases, and web software.
- Provide instruction and assistance to patrons using library equipment and resources, including devices and mobile technologies.
- Collaborate to create large scale events and implement library-wide programming.
- Help promote department and library initiatives through communication channels such as social media and library's website.
- Stay updated with technology trends and coordinate training for patrons
- Explore grants opportunities that coincide with library initiatives.
- Explore ways to engage with community organizations, build partnerships, and participate in networking events.

Education and Experience:

- MLS/MLIS from an ALA-accredited school or Master's degree in related field preferred
- Previous library work experience desirable, preferably in a public library
- Listening and communications skills
- Experience with productivity software; MS Word, Excel, PowerPoint
- Ability to stay organized and use time effectively while working independently
- Ability to exercise judgement when dealing with the public and staff
- Ability to work well within a team and be adaptable to change
- Knowledge of library automation such as online catalogs and ILS programs
- Aware of library related resources, including databases and digital materials
- Ability and desire to work with patrons of all ages and skill levels

Physical and Other Requirements:

- Must be able to move with patrons throughout the building to provide, explain, and interpret resources
- Frequent sitting, moving, bending, stooping, lifting, and reaching
- Must be able to push and pull library carts with materials
- Must have access to transportation necessary to attend library-related meetings, events, and conferences.
- Vision for far and near

This is a full-time position with paid vacation, holidays, sick and personal time, insurance, and retirement benefits. Schedule requires day, evening, and weekend hours. Minimum Salary: \$39,000

Zion-Benton Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To Apply: email cover letter, resume, and references to hr@zblibrary.org with Adult Services as the subject line.