

Job Description

C. E. Brehm Memorial Public Library District

Mt. Vernon, Illinois

POSITION: Assistant Library Director/Reference Librarian

Summary Statement: Assistant Library Director/Reference Librarian supports the Library Director in implementing the decisions and policies of the Board of Directors in compliance with the State of Illinois Public Library District Act of 1991. They also supervise the Reference Department and Adult Services.

DUTIES and RESPONSIBILITIES

- Oversee library operations when Director is absent
- Supervise staff on second floor
- Work closely with Director and all staff
- Assist with collection development
- Develop and plan programming for Adult Department
- Prepare monthly staff schedules
- Give support to other supervisors
- Work closely with Illinois Heartland Library System automation and cataloging staff
- Become familiar with E-rate
- Learn how to write grants
- Learn legal issues related to district libraries
- Assist with Tech Services and cataloging responsibilities
- Other duties as assigned by Director

QUALIFICATIONS

- Degree in Library Science
- Supervisory experience
- Knowledge of library operation
- Cataloging experience (preferred)
- Ability to engage in public relations with all ages

RELATIONSHIPS

- Report to and work under the supervision of the Library Director
- Communicate and cooperate with other staff members by sharing duties as needed
- Maintain a good working relationship with the public

SALARY: Assistant Library Director