

Assistant Director – Adult Services Argenta-Oreana Public Library District

Are you a recent library grad? Do you need to develop or add to your skill set? Do you like small towns? We're seeking a well-organized, well-read, customer service-oriented, tech-savvy person to join our staff. This is a full time, entry-level position. Schedule is negotiable.

Argenta-Oreana Public Library District is a small two-library district located 10 miles northeast of Decatur, Illinois, and both libraries are two miles or less from I-72. We are a member of the Illinois Heartland Library System and the SHARE LLSAP.

Qualifications

BA/BS required, MLS preferred; related work experience or enrollment in a Masters' program will be considered.

Responsibilities include:

- Assisting the director with scheduling, policy creation and review.
- Assisting the director with the website, social media presence and creation of marketing materials.
- Collection development for all adult collections including e-books and e-audiobooks.
- Reader's advisory and reference.
- Adult programs such as summer reading and computer workshops; assisting patrons with e-readers and the library's other online resources.
- Minor repair of books.
- Creation of book displays for both buildings.
- Assistance with computer updates and software upgrades.
- Covering circulation desk; coordinating interlibrary loan, overdue notices, and other circulation functions.
- One evening a week (until 7pm) and rotating Saturday (9am-1pm).
- Must be able to work at both the Argenta and Oreana library branches.

Compensation

Starting pay is commensurate with relevant work experience, skills and education \$16.00/hr - \$17.00/hr, DOQ. Benefits include Illinois Municipal Retirement Fund (IMRF) and earned time off.

To apply

Send resume, cover letter, and three professional references to Donna Schaal, Library Director, at director@aopld.lib.il.us or PO Box 278, Oreana, IL 62554. Position is open until filled. AOPLD is an equal opportunity employer.