



## **JOB POSTING**

### **Adult Services Librarian**

**POSITION:** Adult Services Librarian

**SALARY:** Salary from \$44,000 commensurate with experience. Generous benefits package, IMRF.

Responsible for providing a broad range of professional library services to all patrons, and serving the needs of the community.

- Provides quality customer service, reference and information at Adult Services desk and additional service areas, as needed.
- Selects materials in the fiction collection, as well as additional nonfiction areas.
- As part of the fiction team, collaborates to help create displays, bookmarks, Reader's Advisory blog entries, and read-alike suggestions.
- Develops and teaches classes on library databases, and assists with teaching technology classes.
- Additional duties as required (see full job description)

**GENERAL PURPOSE:** Responsible for assuring high patron and employee satisfaction with all aspects of Adult Services in accordance with current Library policies and procedures and in cooperation with other departments and the Library mission and vision.

**EDUCATION REQUIREMENTS:**

L.T.A. is the minimum requirement.

M.L.S. from an ALA Accredited Institution is preferred.

Coursework in adult reference services and collection development helpful.

**SCHEDULING:**

Work weekends/evenings/special events as needed.

**GENERAL PHYSICAL/MENTAL REQUIREMENTS:**

See attached Job Description.

**JOB SETTING / ENVIRONMENTAL / SOCIAL CONDITIONS:**

See attached Job Description.

**TO APPLY:** Qualified individuals interested in this position should submit a resume, cover letter and 3 references to: Joyce Kent, Business/HR Manager ([joyce@wheatonlibrary.org](mailto:joyce@wheatonlibrary.org))

*The Wheaton Public Library is an equal opportunity employer*