



Information Services Assistant/Librarian

Essential Functions and Responsibilities:

- Provides reference and reader's advisory service to all patrons of all ages.
- Works with Information Services Manager to develop and maintain the library collection, with an emphasis on the adult or youth area.
- Provides interlibrary loan services utilizing various online catalogs in Illinois and an international online catalog. Assist in training part-time reference staff in reference and interlibrary loan procedures.
- Develops and conducts library programming events.
- Attends library staff meetings, continuing education workshops and professional association meetings.
- Provides assistance at the Circulation Desk and Computer Lab when necessary.
- Conducts Library and Information Services opening/closing procedures.
- May act as Team Leader (Person in Charge) if selected.
- Performs other duties and assignments as required/requested by the Library Director and/or Information Services Manager.

Knowledge, Skills, and Abilities:

- Familiarity with print and electronic reference and reader's advisory sources.
- Knowledge of how to conduct a reference interview.
- Ability to complete work and meet deadlines; time management and organizational skills; attention to detail.
- Flexibility; ability to work independently yet is a team player.
- Advanced computer literacy including the use of office software applications and Internet searching.
- Ability to instruct patrons in the use of electronic databases.
- Excellent oral and written communication skills with a diverse patron population and staff.
- Commitment to providing excellent customer service.
- Excellent reading ability, an interest in popular culture and current events, and an intellectual curiosity helpful.
- Willingness to continuously learn new skills and procedures.
- Ability to kneel, squat, sit, stand and walk for extended periods of time (15 minutes or more).
- Ability to travel to local, state, regional and national meetings and conferences.

Education, Experience, and Training:

- Bachelor's Degree or Master's Degree in Library Science from an ALA-accredited college or university.
- Library experience preferred.
- Training and experience with computers, office software, electronic catalog, and Internet searching is necessary.
- Previous reference service experience preferred but not necessary, depending on degree and previous training.
- Must possess a valid driver's license and be able to demonstrate personal vehicle is insured in compliance with Illinois law.