



ROCKFORD PUBLIC LIBRARY

Job Opening

Rockford Public Library is a customer-driven organization whose employees are committed to providing superior customer service to all library users.

JOB TITLE: Information Services Librarian (re-post)

Employment application/resume must be submitted via email: personnel@rockfordpubliclibrary.org
 Download/print employment application at: www.rockfordpubliclibrary.org/careers-rpl

☒ Full-Time
☒ Day Shift

☐ Part-Time
☒ Evening Shift

☒ Weekends (rotating)
☐ Night Shift

STARTING HOURLY RATE: \$21.14 (with generous benefits)

GENERAL STATEMENT OF DUTIES: Under general direction of a department manager, performs work of moderate difficulty by applying concepts, techniques, and practices of library science. The Information Services Librarian provides reference services with emphasis on offering readers' advisory; leading book discussions; researching using electronic databases; teaching computer classes; programming for adults and young adults; being involved in community activities; and performing related work as required.

QUALIFICATIONS: The qualified candidate must demonstrate a terrific customer service attitude. The successful candidate must demonstrate energy, openness, intelligence, creativity, and willingness to work within a team environment. Excellent presentation skills are also a plus. The successful candidate must also possess computer skills including the use of Microsoft Office and various other computer software. Bilingual skills, especially Spanish, are highly desirable. Completion of the curriculum requirements for a Master's Degree in Library Science from an ALA-accredited school is required. Recent library school graduates or those graduating soon are welcome to apply.

ROCKFORD PUBLIC LIBRARY HIRING PROCEDURES: Each opening within the Rockford Public Library is posted for a specified period of days. Anyone may apply for the position during that posting period unless designated "Internal Posting Only." At the end of that time, all applications will be reviewed and qualified candidates will be identified. When there are applications from a department of the Rockford Public Library, these applications will be considered first. All applicants must complete an employment application to be considered for employment. Employment application, resume, and cover letter must be sent via email to personnel@rockfordpubliclibrary.org by the expiration date. All employees hired after November 6, 1986 are subject to employment verification using the U.S. Immigration and Naturalization Service I-9 Form. Statement of Policy on Equal Opportunity: Rockford Public Library is committed to hiring and employing without regard to race, color, religion, natural origin, sex, ancestry, age or non-job related disability. Individuals needing disability-related accommodations for interviews should request them in advance.

Requesting Department: Information Services

Classification: 26

☐ Budgeted Replacement ☒ Budgeted Addition ☐ Unbudgeted Addition

Approved by:

Human Resources Director