



ROCKFORD PUBLIC LIBRARY

Date Posted: 3/4/24
Application Deadline: 3/11/24

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: Librarian Assistant

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

☒ Full-time (40 hour/week)
☒ Day Shift

☒ Evening Shift
☒ Weekends (rotating)

STARTING HOURLY RATE: \$15.16 (with generous benefits)

GENERAL STATEMENT OF DUTIES: The Information Services Librarian Assistant provides customers with assistance in using library resources, including library equipment, reference and research, Interlibrary Loan, customer service and computer training and instruction. Librarian Assistants work under the general supervision of department and/or branch managers to perform customer service operations of the Library.

QUALIFICATIONS: Bachelor's degree from an accredited four-year college/university with emphasis in training/development, instructional design, curriculum instruction, or related field is preferred; one to two years related experience and/or training with a strong emphasis in computers/technology and instruction is required. The successful candidate must have the ability to assess users' needs and provide consistently exceptional customer service; intermediate to advanced technological literacy; working knowledge of databases available at the library and the ability to assist and instruct customers in using databases, computers, and other personal digital devices. The successful candidate must also possess the ability to clearly communicate in English, both verbally and in writing. Bilingual skills, especially Spanish, are highly desirable.

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: Bargaining Unit

☒ Budgeted Replacement ☐ Budgeted Addition ☐ Unbudgeted Addition

Approved by:

Human Resources Director