



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

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

☒ Full-Time (40 hours/week)
☒ Day Shift

☒ Weekends (rotating)
☒ Evening Shift

HOURLY SALARY RANGE: \$26.24 - \$28.24

(Benefits Summary: <https://www.rockfordpubliclibrary.org/about-rpl/careers>)

GENERAL STATEMENT OF DUTIES: The Information Services Librarian works under the general supervision of a department manager and plays a crucial role in providing excellent customer service by performing work of moderate difficulty and applying concepts, techniques, and practices of library and information science. Responsibilities include offering reference services, readers' advisory, leading book discussions, researching using electronic databases, teaching computer classes, and creating events/classes for adults and young adults. Additionally, the Information Services Librarian will engage in community activities and perform related tasks as required. We seek individuals dedicated to delivering exceptional service and fostering a welcoming environment for all library users.

QUALIFICATIONS: The qualified candidate must exhibit exceptional customer service skills and demonstrate energy, openness, intelligence, creativity, and a strong team-oriented mindset. Outstanding presentation abilities are also highly valued. Proficiency in computer skills, including Microsoft Office and other software applications, is essential. Bilingual skills, particularly in Spanish, are highly desirable. Candidates must have completed or be nearing completion of a Master's Degree in Library Science from an ALA-accredited school. Recent graduates or those soon to graduate are encouraged 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: Bargaining Unit

☒ Budgeted Replacement ☐ Budgeted Addition ☐ Unbudgeted Addition

Approved by:

Human Resources Director