



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-Mobile Library

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

Full-Time (40 hours/week; various shifts)
 Day Shift

Weekends (rotating)
 Evening Shift

HOURLY SALARY RANGE: \$20.04 - \$22.04

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

GENERAL STATEMENT OF DUTIES: The Mobile Librarian Assistant supports public service and outreach through Rockford Public Library's mobile units by delivering materials, digital literacy support, and engagement opportunities directly to neighborhoods, schools, senior centers, and community events. This position requires strong interpersonal communication, basic technology skills, and a commitment to equitable service. Responsibilities include assisting customers with circulation services, reader's advisory, and digital resource use; supporting customers with access to databases, digital materials, and streaming tools; providing literacy activities for diverse age groups; preparing and organizing materials; maintaining the mobile library environment; and representing RPL at local events. The role involves driving and operating the mobile units with other staff and requires a valid Illinois driver's license and clean driving record.

QUALIFICATIONS: Bachelor's degree from four-year college or university; one to two years related experience and/or training; or equivalent combination of education and experience is preferred. The successful candidate must have the ability to assess users' needs and provide consistently exceptional customer service; basic to intermediate technological literacy, including working knowledge of databases available at the library and the ability to assist customers in using databases and personal digital devices; and ability to clearly communicate in English, both verbally and in writing are required. Bilingual skills, especially Spanish, are highly desirable. Valid driver's license with a clean driving record is required.

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: Mobile Library

Classification: Bargaining Unit

Budgeted Replacement Budgeted Addition Unbudgeted Addition

Approved by:

Human Resources Director