



115 West Laurel  
Millstadt, IL 62260  
618-476-1887

## LIBRARIAN JOB DESCRIPTION

As a public library specializing in community engagement, the Millstadt Library is continually growing and expanding services and collection to fit the ever-changing needs of our community. Many of our patrons are parents, children, and seniors. Our collection's focus is fiction entertainment that includes enough diversity to begin research or education on a plethora of subjects. The Library hosts several programs throughout the year including a story hour, an independent summer reading program, and a holiday open house.

As a librarian, you will manage advanced electronic resources, digital records, help patrons access a wide range of information, and maintain our library collection by managing books, media, and electronic resources. You will also carry out library administrative tasks and organize community events.

**For this position, the ideal candidate would be a creative individual with a passion and focus for creating and implementing events and programs. Candidates will be innovative, have the ability to perform public speaking with adults or children, and love a challenge.**

### Librarian responsibilities and duties

- Assist patrons with finding reference materials and leisure reading materials
- Maintain library inventory and conduct periodic audits of the information on file
- Help patrons navigate electronic records and periodicals
- Create and implement new programs to attract patrons of different demographics, such as socials and author signings
- Check books and other materials in and out of the library
- Teach patrons how to use the electronic database and its functions
- Manage the acquisition of new materials
- Print, Copy, Scan, and Fax documents
- Assist patrons with computer and internet
- Assist other librarians as needed

### Librarian knowledge and skills

- Knowledge of the principles and practices of public library functions
- Strong verbal and written communications skills
- Ability to develop and present library programs
- Ability to develop and present public information materials to promote library use within the Library's brand
- Considerable ability to establish and maintain effective working relationships with superiors, co-workers, and the general public
- Experience working with electronic databases of library materials



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- Ability to work independently and self-start
- Knowledge of computers and internet
- A love of reading and educating

### Requirements

- Associates degree or more preferred (will count experience as requisite)
- Ability to work flexibly, some weekends, and sometimes at short notice
- Proficiency in computers and internet

### Special working conditions

- Duties are performed indoors in an office environment
- Duties require extended periods of standing, walking, sitting, speaking, and listening
- Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling
- Weights up to 50 pounds are encountered
- Vision requirements include close vision and ability to adjust focus
- Must be able to do math at the algebraic level
- Reading materials and verbal instructions require complex interpretation
- Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans
- The noise level is usually moderate
- Must have reliable transportation
- May need to travel for specialized library classes