

JOB POSTING

FICTION LIBRARIAN

Join an award winning 5 Star Library! The Schaumburg Township District Library is looking for a **Fiction Librarian** to join our team. This is a part time hourly position that will be required to work various hours as needed. Our opportunity is for 20 – 22 hours per week to be scheduled during library hours; required to work some nights and weekends as needed. Specific hours are the following:

- Tuesdays: 1:00pm to 5:00pm
- Wednesdays: 1:00pm to 5:00pm
- Thursdays: 5:00pm to 9:00pm
- Saturdays: 8:45am to 5:00pm*
- Sundays: 11:45am to 5:00pm*

*NOTE: *Saturdays and Sundays - once a month*

The schedule is based on the needs of the library and could change if and when needed. The hourly rate range for this position is \$22.74 to \$28.42; based on skills and qualifications.

POSITION SUMMARY:

The Fiction Librarian is responsible for providing reference assistance to patrons in the Library's Fiction area; ensuring that the Fiction Desk runs efficiently and represents the Library standards; and assisting with adult programs related to readers' advisory. The Fiction Librarian is also responsible for selecting materials in assigned areas for the fiction collection and promoting the collection through displays and bibliographies.

The Librarian is responsible for assessing and fulfilling the patrons' need for information, materials or services. This is accomplished by (1) using the resources available in the Library; and/or (2) requesting information or materials from or referring patrons to the appropriate department, service, or outside agency. The vital role of the Librarian is that of guidance, direction, and instruction. The Librarian is also responsible for weeding and adding to specific areas of the circulating collection and for satisfying public service requirements.

REQUIREMENTS FOR ALL EMPLOYEES:

1. Ability to be a team-player and work pleasantly and effectively with all patrons, staff, supervisors, and others.
2. Ability to learn various job functions, perform them correctly, and understand the necessity in overall library operations.
3. Ability to independently function efficiently in a changing and varied environment with frequent interruptions.
4. Ability to exercise good judgement and focus on details.
5. Ability to follow all library policies and procedures.
6. Demonstrates commitment to incorporating principles of Diversity, Equity, and Inclusion into everyday work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Public Service

- Work scheduled hours at the Fiction Desk.
- Assist in facilitating book discussion groups.

- Assist in developing programs for the Fiction Area.
- Assess patrons' needs effectively and efficiently, either in person, over the telephone, or in writing.
- Develop strong research skills and techniques to help patrons to the fullest degree possible.
- Search for library materials by computer and on shelves.
- Assist patrons at the online catalog and in the Library stacks.
- Reserve materials for patrons when the request is in-person, over the telephone, or by email, including Interlibrary Loan.
- Select materials in assigned areas for the fiction collection.
- Maintain familiarity with review sources and fiction trends.
- Refer patrons to other department, as necessary, to fulfill patrons' inquiries.
- Work with all age groups effectively.
- Give information, based on a primary source from a reliable authority.
- Manage and complete special projects, as requested.

Internal Service

- Assist in the compilation of daily and monthly statistics, including: patron interactions, in person and by telephone, and reserve questions/assistance.
- Assist in creating book displays, bibliographies, and bookmarks highlighting topics within the Library's fiction collection.

Professional Development

Collection:

- Maintain knowledge of readers advisory issues and developments.
- Maintain membership in programming and Readers' Advisory professional groups, i.e. Adult Reading Round Table.
- Maintain working knowledge of the Library's reference tools and materials, the online catalog, and the Internet.
- Instruct patrons in the use of the Library's reference tools and materials, the online catalog, and the Internet.
- Maintain working knowledge of the Library's circulating collection.

Community:

- Stay informed about the names of officials, organizations, clubs, businesses, schools, social agencies, etc., in the greater Schaumburg area.
- Maintain working knowledge of the services and practices of other Library Systems.
- Keep apprised of the offerings of neighboring public and special libraries, their strengths and weaknesses.

Other Duties

- Maintain working knowledge of the SIRSI computer system, the Library's stand-alone databases, and Worldcat.
- Maintain professional involvement in the library science industry.
- Refine or enhance reference skills by reading professional literature and attending seminars, workshops, and professional meetings.
- Present and/or troubleshoot e-media training to patrons and employees, as requested.
- Assist with the weeding and collection development of the fiction collection, as requested, including related special projects.
- Treat all patrons and employees fairly and with an open mind; maintain patron and employee confidentiality.
- Communicate problems that arise with the Department Director or designee; address situations where patrons are not following the Patron Code of Conduct.

- Communicate clearly either in person, on the telephone and in writing.
- Keep apprised of Library programs, policies and procedures, and building layout to most effectively assist patrons.
- Maintain working knowledge of computer systems and technology needed in the position or as an employee.
- Abide by the Standards of Excellence of employees, and the employment policies and procedures of the Library.
- Provide professional courtesy to all patrons and staff members.
- Cope with the stress of the job and get along with coworkers.
- Attend meetings and training as required or requested.
- Other duties as assigned.
- Answer general ready-reference inquiries and directional questions about the Library and its services, both for in-person patrons and patrons contacting the library via phone or email.
- Utilize the libraries' computer database to search for library materials and resources.
- Assist patrons in gathering library materials including patrons who are in the building and those making remote requests.
- Provide assistance to patrons who request help with department technology, including, but not limited to, the computers, the printer, the copier, the scanner, the self-check machine, and the OPAC machines, answer questions and resolve problems.
- Assist patrons with program registration, which includes staying current on programs offered and registration policies.
- Distribute games, headphones, and other materials to patrons, upon request.
- Interact positively and professionally with a large volume of patrons of all ages and backgrounds.
- Enforce Library policies in a positive manner and remind patrons of appropriate behavior, as needed.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Master's of Library Science (MLS degree) from an accredited ALA accredited university or school.
- Working knowledge of word processing, spreadsheet, and database applications is required.
- Ability to use workplace technology including email, internet, intranet, and Library database systems.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to learn various job functions, perform them correctly, and understand the necessity in overall library operations.

**The deadline to apply for the job posting is:
July 8, 2022**

If you are interested in applying for the **Fiction Librarian** position, please follow this link to fill out an application and resume: <https://schaumburglibrary.recruitpro.com/jobs/224080-34409.html>