

## ***Assistant Director***

### **FT/PT:**

Part Time

### **Hours:**

30 Hours/week, Monday – Thursday and Saturday rotation.

### **Salary:**

\$12.00 - \$14.00 /hour DOQ

### **Position Description:**

The Silvis Public Library is seeking a team member who is dedicated to excellence in service and is passionate about serving a diverse community.

### **Duties:**

- Supervision of staff and direction in work assignments in conjunction with Library Director.
- Assists patrons in the use of the library, its materials, services and electronic resources.
- Collection selection and pre-processing of library materials.
- Assists in cataloging of new library materials.
- Training new staff.
- Trouble-shoot complaints/problems as they occur.
- Circulation Desk responsibilities.

### **Qualifications:**

- Combination of college and/or management experience required.
- Must have initiative and be self-motivated, energetic & flexible in job tasks.
- Exemplary computer skills and ability to teach computer classes.
- Good organizational and communication skills (both verbal and written).
- Library experience essential.
- Some cataloging experience desired.

The ideal candidate will be an outgoing positive self-starter with experience in prioritizing a variety of tasks, able to immediately assess a situation and recommend time and cost-saving actions. Benefits include IMRF, vacation pay after one year, availability of health insurance, and promotion possibilities.

Silvis Public Library is an Equal Opportunity Employer. For application form and information on EOE, visit <http://www.silvislibrary.org/about.php> Please submit an application, resume, and cover letter for consideration.

Application Deadline: 5 PM, January 12, 2018.

Please email application form, cover letter and resume to: [nashbrook@silvislibrary.org](mailto:nashbrook@silvislibrary.org)  
NO PHONE CALLS.