



Aurora
Public
Library
District

Librarian I (Full-time) – Outreach - Santori

Do you wish to make a difference in the lives of library customers by providing direct service out in the community? Do you enjoy developing and running creative programs for a variety of age groups, from young children to older adults? Do you have excellent readers advisory and research skills for assisting customers on the bookmobile? Are you experienced in working with Spanish-speaking community members? If so, this may be the Outreach Services position you've been looking for.

Key Responsibilities:

- Plan, promote and provide programs for all ages from young children to older adults at community locations and on library vehicles.
- Provide reference and readers advisory services at multiple service points, including on the bookmobile and at off-site facilities
- Instruct customers on research skills and the use of library resources
- Drive the library outreach van to facilities and events; transfer book carts and program supplies from the library building onto the library van and into the facilities we serve
- Research and create attractive outreach displays
- Participate in committees, partnerships and outreach initiatives
- Assist with collection maintenance and weeding

Minimum Qualifications:

- ALA accredited MLS/MLIS
- Two years public library experience or relevant experience
- Spanish language skills, both verbal and written, strongly desired
- Valid driver's license
- Ability to occasionally lift up to 50 pounds, and push 100 pounds on a wheeled book cart
- Excellent communication and customer service skills
- Experience with programming and/or event planning
- Ability to work both collaboratively and individually
- Ability to work evenings and weekends, adjusting as required for programming

Schedule

- 40 Hour Work Week Schedule, Every 3rd Saturday with Wednesday off the following week. Flexibility to accommodate evening special events and holiday parades. School Year hours to begin in the fall of 2024.

Schedule	School Year	Summer
Saturday	8:00 – 4:30	8:00-4:30
Sunday	Off	Off
Monday	8:30 – 5:30	8:30 – 5:30
Tuesday	11:00-8:00	8:30 – 5:30
Wednesday	8:30 – 5:30	8:30 – 5:30

Thursday	11:00-8:00	8:30 – 5:30
Friday	8:30 – 5:30	8:30 – 5:30

Benefits:

Hourly rate starts at \$23.53
Medical, Dental, Life Insurance
Paid vacation, holiday, personal and sick days
IMRF pension
457b retirement plan
Professional Development

Application deadline: April 25, 2024 – May 7, 2024

To apply:

Send your completed Internal Job Application to Human Resources. The Internal Job Application is located at <o:\All\Human Resources\Forms\Internal Job Application 2021.pdf>

All library employees are eligible to apply at this time, however this is a collective bargaining unit position and interested bargaining unit employees will be considered before non-bargaining unit employees.