

# JOB OPENING

## Adult Services Librarian II Full-Time

Reporting to the Adult Services Manager, this position functions as a member of the professional public service staff and is responsible for development of collections and programs, information and research, instruction and reader services based on library policies, professional techniques, and practices. This position establishes and directs services according to the principles of equity of access, intellectual freedom, and privacy. This position requires acting in place of the Adult Services manager as needed.

- Full-Time on site at Highland Park Public Library
- 20 Days Paid Vacation Time per year
- 12 Days Paid Sick Time per year
- Paid Holidays
- BCBS Medical Insurance and Discount Program
- IMRF Retirement Benefits

**Requires:** Master's Degree in Library and Information Science from an ALA-accredited institution  
Bilingual (Spanish/English) ability is desirable.  
Knowledge of non-fiction, history, social science and international collections.  
Knowledge of film and music collections and resources.  
Excellent communication skills.  
Experience with content management systems is desirable.  
3 years of experience as a public librarian and/or supervisory experience

### Essential Functions:

- Provide information, research, and readers' services to patrons in person, by telephone, through electronic communication and written inquiry.
- Assist patrons to identify, locate and retrieve materials appropriate to their interests or information needs. Reserve materials that are not immediately available. Provide interlibrary loan services.
- Use and inform patrons of resources and services to meet their interests and needs. Identify and access resources, including online databases, digital resources, and non-library agencies.
- Demonstrate, assist, and instruct patrons in the use of information technologies and library equipment such as the online catalog, online databases, Web resources, microform equipment, photocopiers, scanners, computers, tablets, e-readers, and related devices and with digital collections, downloading and streaming.
- Explain and interpret procedures and library policy to members.
- Read professional review sources. Perform collection analysis and participate in acquisition and withdrawal of materials within an overall collection development plan. Individual areas of responsibility include designated print collections, maps, periodicals, audio-visual materials, and collections that require specialized knowledge.
- Assist AS manager in coordinating programming, weekly reference desk schedules, training desk staff and reviewing and maintaining department policies and training materials for staff.
- Participate in community collaborative and outreach activities. Serve as liaison to schools, business community, Park District, City of Highland Park, and other community organizations and agencies, as assigned.
- Provide tours or instruction to groups.
- Create research or reading guides, displays or similar aids to help promote the collection.
- Support the upkeep of the Library's website and create content for the Library's Web and social media sites. Participate in promotion and publicity efforts.

- Maintain awareness of emerging technologies and new sources of information.
- Perform job duties during assigned shifts (including evening and weekend hours).
- Share responsibility for the building in the absence of the Executive Director or Department Heads, including overall responsibility for opening and closing.

**Other Functions:**

- Acts in place of the Adult Services manager as needed.
- May have person in charge (PIC) on call duties in the absence of the director and assistant director.
- Represent the library at professional meetings and networking groups.
- Participate in continuing education activities and maintain awareness of emerging library service trends.
- Plan and develop adult programming activities.
- Assist in the development and maintenance of department documents, forms and procedures and the intranet Site.
- Process Interlibrary Loan requests through bibliographic databases, including OCLC WorldShare.
- Identify grant opportunities for individual programs and collections and prepare grant applications.
- Other duties as assigned.

**Schedule:** Full-time (40 hours per week), including evening and weekend hours.

**Salary:** \$64,000+, DOQ.

**Apply to:** Send resume and cover letter to:

Cynthia Medrano  
Adult Services Manager  
Highland Park Public Library  
494 Laurel Avenue  
Highland Park, Illinois 60035  
Human-resources@hplibrary.org

**About the library**

*The Highland Park Public Library team recruits creative, enthusiastic, and caring individuals whose work will build relationships and enrich lives. We work to create and support an environment of equity, diversity, and inclusion for the benefit of our employees, our collections, our programs and services, and our community. Our most valuable resource is our team. Join us!*

