

Assistant Department Head of Reference Ela Area Public Library District

The Ela Area Public Library, a five-star library, in Lake Zurich, IL is seeking an energetic, positive, and service-oriented Assistant Department Head to join our Adult Reference Department. We're looking for a proactive person with excellent communication, and interpersonal skills, adapts easily to change, and is comfortable with technology. The ideal candidate will have a commitment to excellent public service and be comfortable with a variety of reference resources and technologies.

Primary Responsibilities:

- Hires, trains, supervises, and evaluates five Adult Reference Department Part-Time staff.
- Responsible for collection development and management in designated areas; purchasing, weeding, and auditing of collections.
- Performs reference service and non-fiction readers advisory at the Adult Reference Desk.
- Manages study room, Digital Media Lab, and conference room reservations when on the Reference Desk.
- Coordinates the Library's Digital Media Labs, manages resources, policies, training, and patron assistance, and promotes the Labs to the community. Provides Digital Media Lab Help Appointments.
- Manages the department's notary applications and renewals. Trains Reference staff in proper notary procedures and serves as a notary public.

Requirements

- Master's degree in Library and Information Science from ALA-Accredited Institution.
- Recent public library experience and management experience.
- Excellent customer service and communication skills.
- Ability to work independently at a professional level.

Position Hours: 37.5 hours per week, flexible availability required. Schedule includes nights and weekends. Schedule subject to change from week to week.

Salary: \$58,652; Benefits include vacation, sick, personal time, and participation in IMRF.

If you are interested in joining the Ela Area Public Library District and meet the job requirements described above, please email your cover letter and resume to our Human Resources Department at apply@eapl.org.

* The Ela Area Public Library District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, or national origin.