

Adult Reference Librarian - Genealogy & Local History

Ela Area Public Library District

The Adult Reference Department is seeking a full-time librarian who loves working with people and is passionate about genealogy and history.

This position provides general reference assistance and responds to genealogy and local history research requests. Building relationships with community partners, sharing knowledge about research strategies, and meeting with library users are essential parts of this role. The ideal candidate will enjoy engaging with the community, possess excellent public presentation skills and consistently provide excellent customer service.

The Ela Area Public Library is a progressive and customer service focused library located in the community of Lake Zurich. The lively team in the Adult Reference Department provides a wide range of services including non-fiction reference, technology assistance, and collection development. Rated multiple times as a Five Star Library by *Library Journal*, we are dedicated to delivering innovative services that will address our community's emerging needs.

Responsibilities include:

- Performs reference service and non-fiction readers advisory at the Adult Reference Desk on a regularly scheduled basis.
- Assists and instructs patrons with public computer catalogs, electronic databases, Internet, MS Office applications, iOS, printers, scanners, copiers, fax, and microform machines.
- Manages study room, Digital Media Lab, and conference room reservations when on the Reference Desk.
- Provides informational programs for patrons, including genealogy and local history programs.
- Provides One-on-One Genealogy Help Appointments to patrons by request.
- Assists patrons and staff with various hardware and software in the Digital Media Labs. Provides 1-hour Digital Media Lab help appointments.
- Responsible for collection development and management in designated areas; purchasing, weeding, and auditing of collections.
- Serves as a notary public, notarizing documents for patrons.
- Participates in the ongoing process of valuing equity, diversity, and inclusion by being open to and respecting the beliefs, identities, languages, varying abilities, and cultures of library patrons and staff.
- Supervises library as senior staff person, as necessary.

Requirements: MLS from an ALA accredited institution. Ability to speak, read, and write in more than one language a plus.

Position Hours: 37.5 per week, including rotating weekends and evenings.

Salary: \$52,123 annually with full benefits, including 4 weeks of vacation 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.