

Part-Time Reference Librarian

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 librarian to join our Adult Reference Department. We're looking for a proactive person who has excellent communication and interpersonal skills, adapts easily to change, and is comfortable with technology. The Part-Time Reference Librarian will provide friendly, professional reference services at a lively reference desk, utilizing a wide array of print reference resources, online databases, and the Internet.

The Adult Reference desk provides non-fiction reference and readers' advisory services. The role requires expertise in computer troubleshooting and providing support for copiers, printers, Microsoft Office, Apple products, and Internet-related issues. The desk is also responsible for the Library's study rooms and Digital Media Labs.

The ideal candidate will have a commitment to excellent public service and be comfortable with a variety of reference resources and technologies.

Requirements

- MLS from ALA-Accredited Institution. Current MLS students are welcome to apply.
- Knowledge of basic reference resources and practices, including online sources and searching.
- Knowledge of technology applications relative to public library reference services.
- Excellent customer service and communication skills.
- Ability to speak, read, and write in more than one language a plus.

Work Schedule/Benefits: 16 hours per week. Mondays 9 am – 3 pm, Fridays 1 pm – 6pm. Flexible availability required. Schedule includes weekend shifts.

- Personal Time Off (PTO)
- Diverse Work Environment
- Competitive Salary
- Knowledgeable, high-achieving, experienced staff
- Work-Life Balance

Salary: \$23.50 per hour

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.