

**Job Title:**

*Library Clerk/Adult Programming Coordinator*

**FT/PT:**

Part Time

**Hours:**

20 scheduled hours per week. Some weekend or evening hours.

**Salary:**

\$12.00 - \$14.00/hr dependent upon qualifications

**Position Description:**

Regular part-time position available – 20 scheduled hours per week. Day hours with some weekend or evening hours. This position is responsible for the development, planning, and presentation of library programming for adult patrons; coordinating adult book clubs and the adult summer reading program; selecting and maintaining assigned collection area; and, assisting in the pre-processing of library materials. Applicant must be energetic, creative, and self-motivated. Excellent organizational skills, the ability to handle multiple tasks effectively, knowledge of e-book readers and Microsoft Office are also necessary. Must be able to flex schedule to meet job responsibilities. Event planning and customer service experience, in a library setting, preferred. \$12.00-\$14.00 per hour, dependent upon qualifications. IMRF position. Equal Opportunity Employer.

Please submit cover letter and resume via email by Midnight, October 24<sup>TH</sup> to [afry@silvislibrary.org](mailto:afry@silvislibrary.org).

For complete job description, visit the Silvis Public Library's website at [www.silvislibrary.org](http://www.silvislibrary.org).