



Circulation Outreach Specialist (Full-Time)

The St. Charles Public Library is a dynamic community center committed to providing accessible resources, fostering a love for reading, and promoting lifelong learning. We are seeking candidates for a Circulation Outreach Specialist to build meaningful connections within the community and support the Circulation Services Department. The ideal candidate will be bilingual, enthusiastic about library service, and passionate about engaging with people and supporting our library's mission.

This position is a full-time, hourly/non-exempt position. The schedule is 37.5 hours a week, in person, with evening, and weekend availability. This individual reports to our Circulation Manager.

ESSENTIAL FUNCTIONS:

- Connects with outside organizations to develop partnerships and collaboration opportunities.
- Engages with patrons of all ages, encouraging library card registration and promoting library services.
- Facilitates and assists with outreach-related programs and presentations in the community; provides information about library events to patrons.
- Prepares patron library cards, maintains the library's patron database, and provides reports and statistics of patron information and non-residents fees.
- Circulates library materials using the library's ILS and mobile checkout system.

EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred; Bilingual (Spanish) speaker; and one (1) year of experience in a public service role.

SALARY: \$19.11/hour minimum - \$25.47/hour midpoint - \$31.84/hour maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

BENEFITS:

- Four (4) weeks of paid vacation, twelve (12) sick days, three (3) personal days, eight (8) holidays.

- Comprehensive benefits package including health, dental, and vision insurance.
- Retirement savings plan (IMRF).
- Optional 457b deferred compensation enrollment.
- Professional development opportunities and support for continuing education.

TO APPLY: Ready to embark on the next chapter of your library career? Submit a cover letter and resume to: hr-applicants@scpld.org, Attention: Jasmina Lapo, Circulation Manager. Applications are available on our website: <https://www.scpld.org/>

The St. Charles Public Library is an Equal Opportunity Employer