



## Adult Services Program Specialist

Do you have a passion for serving diverse communities and creating inclusive, engaging programming? Are you excited to help connect people with the resources they need? If so, we'd love to meet you! The St. Charles Public Library is seeking an Adult Services Program Specialist to join our Adult Services team. In this role, you will help create welcoming, impactful programs for our community.

This is a part-time, hourly (non-exempt) IMRF position, scheduled for 28 hours per week. The role is in person and includes at least one evening per week and one weekend in five.

### **ESSENTIAL FUNCTIONS:**

- Acts as liaison for the adults with disabilities community; coordinates programs with local groups serving this audience
- Plans, coordinates, and carries out in-person and virtual programming for adult audiences
- Cooperates with other departments and programming staff to plan quarterly programs; may assist other departments with events, as needed
- Provides information about library events and processes event registrations
- Provides ready reference, reader advisory, and other library services
- Assists patrons in the use of library resources, systems, programs, and services, regardless of format

### **KNOWLEDGE & SKILLS:**

- Ability to work effectively with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds
- Principles and practices of program and event planning
- Community area served by the library, with attention to programming trends
- Library policies and procedures
- Current cultural trends and literature
- Principles and practices of library sciences and services and collections.
- Print and electronic collections within the library
- Making effective oral presentations to large and small groups
- Standard office practices and procedures, including filing and the operation of standard office equipment

### **EDUCATION & EXPERIENCE:**

- Bachelor's Degree, and one (1) year of customer service or library operations support experience; OR an equivalent combination of education, training and experience.

### **QUALIFICATIONS:**

- Food handling license/certification preferred

- Bassett certified within the first six months of employment

**BENEFITS:**

- Four (4) weeks of paid vacation, six (6) sick days, five (5) personal days, eleven (11) holidays
- Retirement savings plan (IMRF) and optional 457b deferred compensation enrollment
- Professional development opportunities.

**SALARY:** \$21.63 per hour minimum - \$28.84 per hour midpoint - \$36.05 per hour maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

**TO APPLY: Submit a cover letter and resume to: [hr-applicants@scpld.org](mailto:hr-applicants@scpld.org),**

**Attention: Lizette Ayala, Adult Services Assistant Manager**

**Applications are available on our website: <https://www.scpld.org/>**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*The St. Charles Public Library is an Equal Opportunity Employer*