



302 S. FIRST STREET, DUNLAP, IL 61525

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WWW.DUNLAPLIBRARY.ORG

Lead Clerk

The Dunlap Public Library District is seeking an energetic, creative, service-driven professional to serve as our Lead Clerk. The Lead Clerk ensures library patrons receive excellent customer service by providing library circulation services, confidently using library resources to answer reference questions, assisting patrons with electronic resources and other computer needs, and acting as Person-in-Charge in the absence of Library Director and Leadership Team.

About the library: The Dunlap Public Library District serves a diverse rural and suburban population in the north Peoria, IL, region.

Job Responsibilities and Duties:

- Provides friendly, courteous, and accurate service to all users
- Performs circulation duties for customers, including check out and discharge of materials as needed, collecting payment for fines and bills, updating customer account information, issuing library cards, and placing holds on materials
- Opens and closes the library
- Acts as Person-in-Charge in the absence of Library Director and Leadership Team
- Supports, promotes, implements, and makes decisions based on established Library policies, guidelines, and programs
- Cleans and shelves library items, and reads shelves for accurate material placement
- Assists with technology-related questions
- Recommends materials to customers, based on interests and needs
- Reads library newsletters to give users information on activities
- Responds to routine reference questions
- Assists the Adult and Youth Services Librarians – as needed
- Acts as back-up to Inter-Library Loan Librarian
- Complies with all library and personnel rules and regulations

Job Required Skills, Education, and Qualifications:

- Models excellent customer service attitude and delivery
- Demonstrates proven computer literacy with adequate keyboarding skills
- Uses effective verbal, written, and discreet communication with management, co-workers, and the public
- Exhibits self-motivation with the ability to prioritize, meet deadlines, and manage changing priorities
- Strong conflict management skills
- Ability to remain calm and effective in difficult situations

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- Ability to exercise appropriate judgment and discretion
- The ability to read, understand, write legibly, and speak articulately in English
- Flexibility to handle multiple tasks and assist users simultaneously
- Ability to pay attention to details
- Ability to operate a cash drawer and make change
- Ability to work effectively on a team
- Associates degree related to library science or 5+ years previous supervisory or related work experience
- Access to reliable transportation
- Availability in the day, evening, and weekend hours
- Exhibits knowledge of the Dewey Decimal System and other library-related catalogs
- Ability to reach, bend, stoop, lift up to 20 pounds, and push up to 40 pounds on a wheeled cart, and access all library areas and materials.

The Dunlap Public Library will consider any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Schedule and Benefits: The Lead Clerk is part-time, 20+ hours/week, and earns \$14.50-\$15.75/hour, DOQ. The Lead Clerk position earns paid PTO, and is eligible for employer-paid retirement benefits. This position requires afternoon and evening availability Monday-Friday and rotates working every fourth Saturday 9am-2pm.

The specific schedule will be discussed during the interview process. The Dunlap Public Library District is an Illinois Municipal Retirement Fund employer and offers paid PTO.

To apply: Submit a library application, cover letter, and resume, including three professional references, to: Laura Keyes-Kaplafka, Director, via email at Director@DunlapLibrary.org. Position open until 28 November 2022 or until position is filled.