

Are you a person who enjoys enriching the lives of others? Do you want to work in a fun environment, that connects individuals with the educational and recreational resources they need to improve their quality of life? Be a big influence on the patrons of the beautiful Independence Public Library (IPL).

Our patrons come from all walks of life and so do we! The library places a high value on diversity in hiring practices and serving the community. If you are someone who is excellent with children, love helping individuals of all ages, and love cats, this is a perfect position.

**Perks of library service:**

- World famous Trixie, the Library Cat: therapy cat to the Best Small Library in America
- Paid health insurance
- KPERS retirement benefits
- 9 Holidays, 10 days vacation, 12 days Sick Leave, maternity leave and bereavement leave
- Staff may bring their children to work as long as it does not unduly interfere with performance of duties.
- First dibs on all the new library books!
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**Description of Work**

Under direction of the Library Director is responsible for program planning, supervision of youth department staff, book selection, circulation desk functions using an automated circulation system, shelf maintenance, outreach, basic library record keeping and overdue book procedures, registration. Assist patrons with computers and reader's advisory. Participates in professional library associations and stays informed of current trends and competencies in librarianship and child development.

**Duties**

- Takes a leadership role in planning, organizing, advertising, and conducting diverse youth programs based on youth needs that educate, inform and inspire
- Selects and de-selects materials for the children's collection
- Supervises department staff and volunteers
- Creatively displays and promotes library services and writes press releases for the department
- Performs circulation desk activities using an automated circulation system
- Assures accurate library shelving of books and periodicals by shelf reading and reshelving, as necessary
- Compiles a variety of statistics concerning library usage and program attendance
- Conducts public presentations as needed
- Works to eliminate discrimination, exclusion, and ethnocentrism in the workplace
- Writes effective grant applications and manages the department budget
- Conducts the Summer Reading Program
- Participates with the RIF Program

- Helps patrons with computers
- Offers reader's advisory services
- Conducts outreach programs
- Performs other duties as required
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**Knowledge, Skills and Abilities**

- Good knowledge of library procedures and practices.
- Good knowledge of children's literature.
- Good knowledge of clerical practices.
- Good knowledge of the English language.
- Good ability to understand and follow written and oral instructions.
- Considerable community engagement mindset
- Considerable ability to pay attention to detail.
- Considerable leadership ability to establish and maintain effective working relationships with superiors, associates, and the general public.
- Up-to-date computer skills
- Excellent customer services skills
- Excellent community service orientation
- Ability to stand for extended periods, bend, lift up to #30 and climb stairs.
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**Experience and Training**

Bachelor's degree preferred or equivalent experience, some library and clerical experience preferred.

Job Type: Full-time

Pay: \$16.00 per hour

Expected hours: 40 per week

Benefits:

Dental insurance

Health insurance

Paid time off

Schedule:

8 hour shift

Monday to Friday