



Office of Human Resources  
City of Springfield, Illinois

James O. Langfelder, Mayor  
James D. Kuizin, Director

**CITY OF SPRINGFIELD**  
is seeking applicants for

## **LIBRARIAN III**

The Lincoln Library is seeking an individual to manage the Access Services Division. Coordinate current activities while planning and recommending appropriate new methods and policies. Establish standards and procedures for circulation, periodicals, customer account maintenance and outreach, check-in/checkout and delivery of materials, material selection and interlibrary loans. Perform and direct highly complex and varied tasks requiring independent knowledge, its application and exercise of independent judgment. This position requires a Master's degree in Library Science with three years library customer service experience and two years supervisory experience. Five years circulation and experience with OCLC interlibrary loan and circulation processes of integrated library systems preferred. Weekend and evening work hours are required. **Current employees (where applicable) and persons hired or rehired after 1-1-17 shall maintain their bona fide residence within the corporate limits of the city during all periods of service. Newly hired or rehired employees have 12 months from date of hire to establish city residency.**

**MINIMUM STARTING SALARY: \$4,260.51 MONTHLY**

Salary commensurate with qualifications and experience

Apply to:

**<http://www.springfield.il.us>**

**FINAL DATE TO APPLY: JANUARY 31, 2021 AT 11:00 PM CST**

**APPLICATIONS OPEN TO THE PUBLIC**

IF ASSISTANCE IN APPLYING IS REQUIRED,  
PLEASE NOTIFY THE OFFICE OF HUMAN RESOURCES

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER M-F-D-V

1/11/2021