



The Library Network

Libraries Working Together

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Online: <http://tln.lib.mi.us>

Newsletter for the week of May 6, 2019

Job - Library Director - Lincolnwood Public Library, Illinois

Job - Library Assistant - Part-time - Saline District Library

Job - Circulation Clerk - West Bloomfield Township Public Library

Director, Lincolnwood Public Library District (Chicago Area)

The **Lincolnwood Public Library District** in Lincolnwood, Illinois (north suburban Chicago) is looking for its next Director.

With a first-rate staff and forward-thinking culture, the library serves a diverse and vibrant community of 12,600 residents located just 10 miles north of downtown Chicago. Residents enjoy a mix of suburban amenities plus all the cultural, historic, and entertainment options of Chicago.

The library recently underwent a major renovation that added new study rooms, multi-functional programming space, a digital media lab, and a new café. The Board of Trustees and library staff are enthusiastic about continuing to move the library forward and embracing its role in the community.

Salary \$85,000/year or higher, negotiable based on experience.

Please visit www.johnkeister.com/lincolnwood/ for details and to apply.

We welcome inquiries.

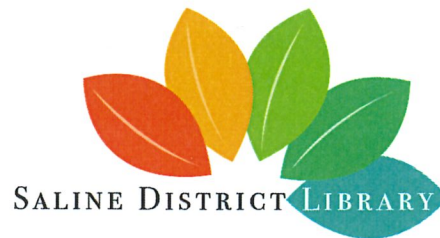
John Keister & Associates

Executive Search

www.johnkeister.com

847-955-0541

lincolnwood@johnkeister.com



JOB POSTING

POSITION: Library Assistant

WAGE: Grade 4 \$13.32 per hour

STATUS: Part-time (10-15 hours per week; includes evenings and weekends)

GENERAL DESCRIPTION OF THIS POSITION:

Library Assistants provide direct patron assistance through charging and discharging materials, answering questions in person and on the phone, and assisting in other library operations. This is a front line position that requires excellent public service skills.

REQUIRED QUALIFICATIONS:

Must be a high school graduate, with some college preferred

Ability and desire to serve the public positively, pleasantly, and efficiently in a fast-paced, demanding environment

High energy and the desire to be a cooperative team member

Demonstrated ability to do detailed work accurately while performing several tasks simultaneously

Excellent communication skills and ability to interact with staff and public with tact, courtesy, and good judgement

Ability to type, use computers, and operate office equipment

Flexibility in scheduling work hours and adding hours when needed

Ability to stand for several hours at a time and do some lifting, bending and stooping

APPLICATION PROCESS:

Interested persons should submit a letter of application, resume, and completed SDL application (found on website: www.salinelibrary.org) to:

Arlene Wall, Support Services Manager

Saline District Library

555 N. Maple Rd., Saline, MI 48176

arlene@salinelibrary.org

Applications received by Thursday, May 9, 2019 will receive first consideration.

**WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POSITION AVAILABLE
MAIN LIBRARY**

POSITION: Part-time Circulation Clerk at the Main Library (20 hours per week)

Circulation Department Includes evening and weekend hours

RESPONSIBILITIES: Provides a variety of public service, technical and clerical duties related to the circulation of library materials.

QUALIFICATIONS: High school diploma or equivalent; public service and retail experience; ability to deal effectively with the public in a tactful, courteous manner; demonstrated ability to use computer technology, preferably within a Windows environment. See additional desired qualifications in the full job description.

See: <http://www.westbloomfieldlibrary.org/aboutus/employment.php>
For the complete job description including qualifications and the application form.

SALARY RANGE: \$ 11.80 per hour

BENEFITS: Voluntary deferred compensation plan; paid vacation, holiday and sick leave.

DEADLINE: May 13, 2019

APPLICATION: Cover letter, resume, online application form and the names of three professional work-related references to:

Human Resources
West Bloomfield Township Public Library
4600 Walnut Lake Rd.
West Bloomfield, MI 48323



Recipient of the National Medal, the nation's highest honor for libraries.