

Position Overview

The Grundy County Library is seeking an outgoing, community-focused, and collaborative leader with management skills and experience to be our new Children's Librarian/Assistant Library Director. This position is responsible for providing excellent customer service and spends a portion of every day working directly with patrons at an information desk. They are also responsible for providing library service to youth age birth-17 years through coordinating library programs to help best serve the community. As Assistant Director, this position will also assist the Library Director in sustaining all areas of physical and virtual library operations, providing continuity of service to the public, and supporting the mission, goals, and objectives of Grundy County Library. This will be high-energy, multitasking, detail-oriented, full-time position up to 35 hours weekly. If you are excited to empower and motivate young people, this position is for you.

Essential Functions

- To support library goals and objectives by working with staff and local partners to plan, promote, and implement library programs, services, and events.
- Creates and maintains a physical and digital library environment that provides the best possible access to materials and resources for all children and their caregivers.
- Instructs and supports children in the physical and digital use of library tools and resources, information gathering, and research skills, and empowers all children, families, and their caregivers to choose materials and services on their own.
- Conducts reference and readers' advisory interviews to assist children and their caregivers with the identification and selection of materials and services, regardless of format and according to their interests and abilities.
- Identifies the digital media needs of children and their caregivers through formal and informal customer service interactions and applies strategies to support those needs.
- Models customer service with children, families, and their caregivers that is respectful and developmentally appropriate.
- Respects the patron's right to browse regardless of age and provides nonjudgmental answers to patron questions.
- Demonstrates knowledge of information services available in the community and broader society and makes appropriate referrals for all library constituencies.
- Models and encourages use of culturally and ability diverse materials and services through bibliographies, booktalks, displays, electronic documents, social media, and other tools.
- Guide and empower library staff in the development and delivery of services that actively engage the community and exceed patron expectations.
 - Acts as a guide for customers in use of the library and its resources
 - Demonstrates use of technology and digital services to customers
 - Recommends materials to customers based on interests, needs, and availability

- Conduct group and one-on-one staff meetings. Coordinate training to ensure all library staff have knowledge and proficiency needed to perform all aspects of their work assignment.
- Model and promote behavior and standards of performance that promote a work environment that emphasizes professionalism, accountability, service, and respect for and kindness toward others.
- Respond to patron, personnel, and facilities issues in the absence of the Library Director or as needed.
- Assist the Library Director with annual budget planning and regular budget monitoring.
- Contributes to the maintenance of the library collection
 - Processes library materials for patron access
 - Shelves library materials correctly and efficiently
 - Straightens and shifts library materials to ensure adequate space and a neat appearance
 - Ensures that the library and its grounds are clean and orderly
- Assist with hiring processes, including review and revision of job descriptions, interviewing, and candidate selection.

Non-Essential Functions

- Assists the Director in representing the library at meetings and community events.
- Other duties as assigned

Education and Experience

- Associates degree required, bachelors preferred
- A minimum of one year of experience working directly with the public.
- Competency with desktop computers, frequently used office software applications, and personal electronic devices such as phones is required.

Required Knowledge, Skills, and Abilities

All successful team members at Grundy County Jewett Norris Library should demonstrate:

- Ability to work effectively in a team environment
- Proficiency in providing friendly and solution-oriented customer service attitude and delivery with internal and external customers
- Ability to use effective verbal, written, and discreet communication with library staff and the public
- Technology/computer knowledge is essential. Proficiency in current hardware and software necessary for effective communications, patron service, marketing, research, and presentations.

Age Requirement

- Must be at least 18 years of age

Work Environment

- (Indoor/Outdoor) Works both indoors and outdoors and must have considerable tolerance for weather conditions, dust, mold, scents, allergens, and communicable diseases which enable the employee to work outside at a facility, handle construction and library materials, work in older buildings and on jobsites, and interact with coworkers and the public.
- Physical Requirements: Must be able to work on feet for up to four hours of time; lift and carry up to 40lbs.; push and pull up to 120 lbs. using the proper equipment; climb step stools and ladders; reach and place books on all library shelves; set up, break down, and carry folding tables, chairs, and book carts; and work outside during moderately inclement weather. Must have a valid driver's license, and own a reliable personal vehicle, and the abilities needed to lead and carry out community outreach activities and attend meetings and training opportunities.

Compensation and Benefits

- The hourly rate for this position will be based on qualifications and experience.
- 10 vacation days, 10 sick days, 13 paid holidays

To Apply

Send the following documents to Sarah Shoberg, Library Director, at director@grundycountylibrary.org:

- Cover letter that discusses qualifications and your interest in this position
- Current resume
- Contact information for three references that can speak to your experience, skills, and work performance

All job offers are contingent on successful completion of a criminal background check and employment verification process.

First round of scheduling interviews will begin on July 1, 2026.

Position will remain open until filled.