

# Smithton Public Library District is Now Hiring: Part-time Assistant Librarian

 **Location:** 109 S Main St, Smithton, IL

 **Position Type:** Part-Time (Permanent, year-round; not seasonal)

## **Schedule (26 hours/week):**

- Monday, Tuesday, Friday: 8:45 am–4:00 pm
- Thursday: 8:45 am–1:00 pm
- NOTE: Hours may be adjusted based on library needs, with prior conversation. Additional fill-in hours (daytime or evening Monday-Saturday) may be requested.

## **Position Overview**

Are you passionate about connecting people with information, stories, and lifelong learning? Do you thrive in a community-centered environment where every day brings new opportunities to help, create, and grow? Our library is seeking an engaged, tech-savvy, service-oriented **Assistant Librarian** to join our team.

This role is ideal for someone who loves public service, enjoys variety in their workday, and wants to make a meaningful impact in a small but vibrant community.

## **What You'll Do**

As the Assistant Librarian, you'll support daily library operations, including:

- Collaborate with the Library Director to plan and deliver engaging programs, including Story Times at the library and in the community. Note, some community outreach requires annual certification.
- Assist with collection management
- Perform circulation duties as needed
- Use Polaris or other ILS software to catalog and maintain records
- Help patrons use computers, software, and digital resources; offer reader's advisory
- Handle Illinois-only WorldShare interlibrary loan requests, including submitting requests, patron notifications, tracking, and follow-up.
- Attend monthly SPLD Board of Trustees meetings to take minutes as recording secretary
- Create monthly statistical reports from Polaris (or other ILS)
- Stay current with library trends, tools, and best practices
- Participate in local and regional training opportunities
- Support the Library Director with additional tasks as assigned

## **Qualifications**

- Bachelor's degree required; MLIS preferred
- Excellent communication, customer service, and problem-solving skills
- One year of clerical, library, and/or customer service experience preferred
- Proficient computer skills
- Ability to lift up to 20 lbs overhead and to floor level
- Ability to sit or stand for up to 8 hours at a time
- Ability to operate a computer, fax machine, and copier
- **Employment is contingent upon a successful background check**

See page 2 for more information, including benefits and how to apply.

## Why You'll Love Working Here

- Supportive, collaborative environment
- Meaningful work that directly impacts the community
- Opportunities to grow your skills in programming, technology, and public service

## Pay & Benefits

- Starting Pay: \$15.00–\$25.00/hour (based on education and experience)
- Benefits: Sick Pay, Paid Time Off, and Illinois Municipal Retirement Fund (IMRF)

Note: Health insurance is NOT offered for this position.

## How to Apply

Submit a cover letter and application for employment form to **Jenna Dauer**  
Email: [jdauer@smithtonpl.org](mailto:jdauer@smithtonpl.org) Mail or in-person: 109 S Main St, Smithton, IL 62285

**Priority Deadline to turn in your complete application:** Monday, July 6, 2026

**Preferred Start Date:** Week of July 20, 2026

Applications will be reviewed as they are received. Position open until filled.

# Application For Employment

**Smithton Public Library District**  
**109 S Main St, Smithton IL 62285**

Please print legibly.  
The application must be fully completed (front and back) and be accompanied by a cover letter to be considered.

## Personal Information

Name

Address	City	State	Zip
Phone Number	Email Address		

## Position

Position You Are Applying For	Available Start Date	Desired Pay
Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary		

## Education

School Name	Location	Years Attended	Degree Received	Major

## References

Name	Title / Relationship	Company	Phone

## Employment History

<b>Employer (1)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (2)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (3)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

## Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

**Printed Name:**

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**Signature:**

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**Date:**

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