



**Marengo-Union Library District**

19714 E. Grant Hwy  
Marengo, Illinois 60152-9493  
815.568.8236

**Information Services Coordinator – Adult Services**  
**Marengo-Union Library District**

**Job Type:** Part-Time: 25-30 hours per week

**Reports to:** Library Director

**Work Hours:** Flexible, nights, days, and weekends.

**Classification:** Hourly, Non-Exempt

**Effective Date:** March 18, 2025

**Pay Rate:** \$19.00 an hour

**Application materials required:** Application, Cover Letter, and Resume

**Position Summary**

Under the administration of the Library Director the Information Services Coordinator is responsible for the planning, marketing, and provision of library services to adult patrons,

**Primary Responsibilities as Information Services Coordinator – Adult Services**

- Plans and implements in-person, virtual, and take-home programming for adults.
- Works closely with the Youth Programming Team and Marketing department.
- Monitors and maintains program supply inventory for adult services.
- Adheres to annual programming budget
- Conducts outreach programming and partners with local organizations.
- Provides statistics and reports related to adult collections and activities.
- Communicates the needs of the department regularly to the Director.
- Assumes the responsibility of a Person-In-Charge (PIC) as needed.
- Performs circulation desk duties and provides extra staff coverage as needed.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree preferred
- Three to four years of library experience preferred

**Benefits:**

- Participation in IMRF
- Vacation Pay
- Eleven Paid Holidays
- One Floating Holiday
- Continued Learning Opportunities

**Physical Demands**

The position requires constant talking and listening and frequent sitting. The lifting and carrying requirements for the position are minimal. Must be able to lift at least 30 lbs. Ability to push book carts weighing up to 100 pounds occasionally. May require standing for prolonged periods of time.

Marengo-Union Library District is an EEO employer, valuing equity, diversity, and inclusion.