

The Little Falls Public Library is seeking a friendly, outgoing, creative, customer service-oriented person to join our staff as the Information and Technical Services Specialist. The person in this position will help our patrons through outreach efforts, public programming, reference, technology help, and reader's advisory.

**Description and Duties:**

The Information and Technical Services Specialist oversees collection development for all adult material. This position will also be responsible for creating and maintaining current records in the Integrated Library System (ILS) catalog according to PALS Plus criteria and interlibrary Loan (ILL/Jersey Cat) services. The potential candidate will provide informational library services to patrons' in-person, by phone, and email, and other related tasks.

Adult programming in our library is becoming popular and we would like to see this aspect of the library continue to grow. This candidate will help to plan, promote, and present adult library activities and programs while maintaining program statistics throughout the year. They will be responsible for purchasing all materials for adult activities within budget. This person will need to cover the library's circulation desk when needed.

**Skills and Qualifications:**

Candidates must possess:

- Excellent organization skills
- Excellent communication skills
- Good time-management skills
- Attention to detail
- Ability to manage projects
- Computer research skills
- Ability to work independently without supervision
- Knowledge of Sirsi Dynix and Baker & Taylor 360 is a plus
- A minimum of three years library experience is required
- A minimum of two years supervisory experience is required

This is a part-time position of 20 hours per week. Salary is commensurate with experience. Please email a cover letter, resume, and three professional references to Jennifer Cole at [Cole@littlefallslibrary.org](mailto:Cole@littlefallslibrary.org)

Applications will be accepted until the position is filled. Only qualified applicants will be contacted. Please do not contact the library regarding this position.