



## JOB OPENING

**Title:** Technology Instruction Coordinator/Acquisitions Clerk

*The Washington District Library seeks an enthusiastic, creative clerk with a technology background.*

**Work Schedule:** Works between 37-40 hours a week. Must work weekends and evenings, as needed.

**Qualifications:**

**Education:** High school diploma required. Some college or special library training is preferred

**Experience:** Computer and library experience required

**Duties and Responsibilities:** Duties include, but are not limited to, the following:

- Schedules and teaches technology instruction sessions for library patrons
- Orders and receives circulating materials for the library
- Works at service points as needed

**Pay:** \$9.01-14.16/hour, DOQ

**Benefits:**

- Health insurance benefits for him/herself
- Two weeks paid vacation
- Employer contribution to IMRF (Illinois Municipal Retirement Fund)

**Supervision:** Report to the Director

**About the Library:** The Washington District Library serves a population of approximately 24,000 and has an operating budget of approximately one million dollars. We have a branch library and main location and are located about fifteen minutes away from the city of Peoria, IL.

To apply, please send a cover letter, resume, and three professional references to Interim Director Lexie Walsh at [awalsh@mtco.com](mailto:awalsh@mtco.com). The deadline to apply is August 24, 2018.