

Berwyn Public Library Staff Vacancy

Position: Department Head –Reference
Salary: \$52,400 annual salary with excellent benefits!
Schedule: Full-time, 40 hours per week, includes evening and weekends
Application Deadline: Until filled

The Berwyn Public Library is seeking an enthusiastic, flexible, and innovative Head of Reference who is technologically savvy, customer service driven, and passionate about programming. The ideal candidate will bring new and creative ideas, and be involved in the creation of the Berwyn Public Library's new strategic plan.

Duties include:

- Overseeing the day-to-day operations of the Reference Department
- Responsible for all collection development activities for the adult non-fiction collection
- Planning and maintaining the Reference Department budget
- Developing new programs, services and initiatives
- Managing Reference Department staff, including interviewing, evaluating, scheduling and balancing staff workload

Job Requirements:

- Masters in Library Science and 3 years in a library supervisory role.
- In-depth knowledge of library selection tools and collection development resources
- Project management experience; proven ability to set clear objectives, measure and monitor progress and results.
- Ability to plan, analyze and monitor a departmental budget
- Strong knowledge of current trends in public library services
- Commitment to providing quality patron service
- Must have a valid driver's license

Preferred Qualifications:

- Ability to communicate in Spanish

APPLICATIONS are available to be picked up and returned to the front desk at the Library. Applications are also available online at <http://www.berwyn-il.gov> or at <http://www.berwynlibrary.org/work-bpl>. Please include a cover letter and resume with your application.

CONTACT:

Submit City of Berwyn application, cover letter and resume to:
Nona Chapman nchapman@berwynlibrary.org
Berwyn Public Library, 2701 S. Harlem Avenue, Berwyn, IL 60402-2140

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