

**Job Opportunity**  
Resource Services Acquisitions Specialist  
Indian Prairie Public Library District

Are you a detail oriented person who enjoys the thrill of getting into the nitty-gritty of a process? Would you enjoy seeing all the new items the library will be ordering for the collections? Do you thrive on working in a team environment?

Our Resource Services Acquisitions Associate is the backbone of keeping the library collections fully updated:

- You prioritize ordering materials and doing the needed follow-up with a variety of vendors to guarantee items arrive in a timely manner.
- You process vendor invoices promptly and correctly assign library budget lines. As part of this work, you provide information to selectors that aids them in managing their assigned budget lines.
- You are part of a team that enters and maintains data in the catalog, making sure that catalog entries are correct which aids in providing a positive experience for others using the catalog.
- You run reports that track funds, assist selectors, and aid in updating the catalog.
- You help the library understand the breadth of our collections by preparing monthly collection reports.
- You assist with managing content on eReaders, Rokus, and other devices.
- You assist with routine tasks and processing items as well as special projects.

Qualifications include:

- A high school diploma or equivalent.
- At least two years of related experience working in a technical services department or four years of similar experience requiring computer expertise and performance of highly detailed work.
- Highly skilled using a computer and the Internet including working with multiple windows and browser tabs, searching and verifying information, and use of Microsoft Word, Excel, and Outlook applications.

Read about all the job responsibilities and qualifications [here](#).

This is a part-time position of 25 hours per week. The salary is \$19.69 to \$21.66 per hour depending on qualifications. Benefits include IMRF pension plan and paid time off.

Please submit a cover letter, resume, and three references to Gail Graziani, Head of Resource Services, via email to [gailg@ippl.info](mailto:gailg@ippl.info) with the subject line "Resource Services Acquisitions Specialist". Applications will be accepted through Monday, January 22 at 5 p.m.

The Indian Prairie Public Library District is located in Darien, Illinois serving 42,000 residents in the communities of Darien, Willowbrook and Burr Ridge. The library is extremely busy with a wide variety of services and programming. Our residents love our services and the warm and friendly staff! We provide a dynamic, engaging team environment. Exceptional service is our passion and we pride ourselves on being caring and friendly. We are committed to making everyone's experience enjoyable.

Indian Prairie Public Library is an equal opportunity employer. For further information about the library, visit [www.ippl.info](http://www.ippl.info).