
Notice of City Employment

Applications will be accepted from April 22nd, 2025, to April 28th, 2025, at 4pm

Position: Library Director

Work Hours: Full-Time Hours 8am-5pm Monday through Friday. Part-Time Hours subject to negotiation. (May be assigned variable and additional hours in case of emergency, sickness, vacation, board meetings & workload)

Part-Time or Full-Time Available

Salary: \$16-\$18.00 per hour

The city pays 100% of employees medical (Full-Time only)

IMRF Eligible

Personal, Vacation, Sick days and Holidays (Full-time)

PTO Paid Time Off (Part-time)

Applications can be picked up at City Hall or downloaded from Sesser.org

Duties:

- Responsible for maintenance of library records associated with the operation of the City Library as required by ordinances of the City of Sesser and all other agencies of vested interest. (State/Federal, etc.)
- Prepare, tabulate and disseminate library fees. These actions shall be completed as established by city ordinances.
- Shall make in a timely manner all monetary deposits to the City Treasurer that have been established by the City of Sesser for the maintenance of city funds.
- Document all monetary transactions relating to the operation of the City Library and complete all required reports relating to the City Library as required by the City of Sesser, State of Illinois and the United States Government.
- Shall be responsible for ordering and maintaining supplies needed to carry out the assigned duties of the City Library.
- Shall perform other duties as assigned by the Library Board and the Mayor.

Minimum job requirements:

- Office Management or related field or equivalent work experience in an office setting.
- Good Public Relations Skills
- Knowledge and experience with computers including but not limited to Microsoft Office