



The City of Vincent is currently looking for a
Librarian

GENERAL DESCRIPTION

Job Type: Part – Time Librarian (16 Hour Position)

The responsibility of the librarian will be to work closely with City Hall. They will be responsible of welcoming citizens into the library, create summer programs for the children, order books as needed with State Aid monies. Create programs for the citizens of Vincent (ie: using Microsoft programs, Healthcare insurance, etc.). Work with the Library Board on quarterly meetings and monthly reports to the City. Supervise any volunteers.

DUTIES AND RESPONSIBILITIES

- Develop procedures and standards for an effective library.
- Develop goals for board, staff, and volunteers.
- Familiarize yourself with Shelby County Library system.
- Develop programs for children during holiday's and summer.
- Work with City Hall yearly on budget.

This position will be a part-time position with 16 hours weekly. Days will be Thursday and Saturday. You may complete an application and submit to City Hall. Applications are under employment tab.

Applications will be accepted through noon on November 13, 2026.