

PALOS PARK PUBLIC LIBRARY

JOB OPENING

Do you enjoy helping people? Do you like to read? Are you computer savvy?

We are seeking applications for a part-time Circulation Services Assistant.

We are looking for someone that has an enthusiasm for working with the public. Compassion, flexibility, a sense of humor, and attention to detail are also important.

Duties include:

Greeting patrons
Checking in materials in and out
Issuing library cards
Answering ready reference questions
Processing materials
Assisting with programs
Collecting fees
Assisting patrons with computers and electronic devices (ex. tablets, eReaders)
Performing opening and closing procedures

Requirements:

The successful candidate will have a high school diploma or High School Equivalency Certificate, and at least two years of work experience, including at least one year experience dealing with the public in a customer service setting.

Public library, bookstore, educational or senior services experience a plus.

15 hours per week, includes Monday 3-8 pm, Tuesday 3-8 pm, Thursday 3-8 pm, and one Saturday a month 9-5 pm.

Starting salary is \$15.00 per hour.

Send a resume and three references to:

**Kathryn Sofianos
Library Director
Palos Park Public Library
12330 Forest Glen Blvd
Palos Park IL 60464**
Email address: ksofianos@palosparklibrary.org
Phone: 708-448-1530
Fax: 708-448-3492

Application Deadline: Open Until Filled

E.O.E.