JOB OPENING

Title: Circulation Clerk

Duties and Responsibilities: Job requirements include, but are not limited to, the following:

- Staff service points and perform circulation duties: checking items out to patrons, checking condition of and discharging returned materials, placing holds, helping locate materials within our library, and signing patrons up for library cards.
- Perform reader's advisory.
- Process library materials: label, cover, and minor repair.
- Perform clerical tasks as needed.
- Due to the size of the library staff, the clerk will be asked to help with day-to-day library tasks as needed, including, but not limited to opening/closing the library, assisting patrons with the operation of library technology, answering phones, and helping with program prep.

Qualifications:

- High school diploma required. Some college or special library training preferred.
- General customer service and computer experience required. Library experience preferred.

  All new hires will be subject to fingerprinting and a background check.

Pay and Benefits: $16.79/hour. Part-time employees receive two weeks of paid vacation and one personal day annually, one-half sick day per month, and employer contribution to Illinois Municipal Retirement Fund (IMRF).

Hours: 28 hours per week. Daytime availability is required, along with 1-2 evenings per week and some weekend availability. Set schedule based on employee's availability and library needs. Scheduled hours at both Main Library (380 N Wilmor Rd) and Sunnyland Branch Library (16 Washington Plaza).

Supervision: Reports to the Circulation & Technical Services Manager.

To apply, please send a resume, cover letter, and three professional references to Savannah McClellan, Circulation & Technical Services Manager, at smcclellan@washingtondl.org. The position will remain open until filled.