

Public Services: Circulation Clerk

Salary: \$17/hour

Part-time: 16-18 hours per week

Schedule: Flexible with some nights and up to two Saturdays per month

Job Summary

The Wood Dale Public Library is hiring a friendly and dedicated public services assistant. Working at the main service point for the library, candidates should demonstrate a willingness to help and work with patrons of all ages. Curiosity, good communication, and problem-solving are some of the characteristics you will need to help you succeed in this position.

Minimum Qualifications

- At least one year of experience working with the public, ideally in a customer service or learning environment

Preferred Qualifications

- Previous experience working in libraries
- Experience working with technology and troubleshooting questions
- Knowledge of popular literature and media for all ages
- Spanish or Polish language skills a plus

During your shifts, your responsibilities may include:

- Helping patrons in locating library items and resources
- Checking in and out library items
- Shelving in the Adult and Youth Departments
- Offering prompt and accurate customer service to patrons
- Providing reference and reader's advisory to patrons of all ages
- Assisting with basic troubleshooting on computers and equipment, such as assisting with printing, email, and personal devices
- Helping patrons download digital items and access online resources
- Assisting with assigned or other projects as needed

Work Environment

The work is both active and inactive. Active work may include carrying items, shelving books, or pushing carts.

This position reports to Meghan Maleski, Public Services Manager.

Please submit a resume and cover letter to jobs@wooddalelibrary.org. The Wood Dale Public Library District is an equal-opportunity employer.