

Wood Dale Public Library District
Job Advertisement

Public Services: Circulation Clerk

Number of positions open: 2

Salary: \$17-18/hour

Part-time: 12 hours per week

Schedule: Mornings, Monday through Saturday, 9:30am-1:30pm. There are two open positions, each 3 days per week. Additional afternoon or night hours may be available on an as-needed basis.

Job Summary

The Wood Dale Public Library is hiring a friendly and dedicated Circulation Clerk. Working at the main service point for the library, candidates should demonstrate a willingness to help and work with patrons of all ages. Kindness, 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 is ideal, especially in a customer service or learning environment
- Must be at least 16 years old.
- Successful completion of pre-employment test on arranging items in numerical and alphabetical order.
- Working with technology and troubleshooting questions

Preferred Qualifications

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

During your shifts, your responsibilities may include:

- Checking in and out library items, placing holds on items, emptying the book drop, and shelving in the Adult and Youth Departments
- Offering prompt and accurate customer service to patrons, including performing tasks such as registering patrons for library cards and events and light reference services, such as locating an item for a patron.
- Assisting with basic troubleshooting on computers and equipment, such as assisting with printing, email, and personal devices
- Assisting with assigned or other projects as needed

For all your awesomeness, you will get:

- Paid time off (1 hour for every 40 hours worked in your first year; 1 hour for every 20 hours worked thereafter)
- Sick time (accrued at a rate of 4 hours per month)
- Paid holidays

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- Tuition Reimbursement available on applicable programs

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.

How to Apply

Preference will be given to candidates who submit a resume and cover letter to jobs@wooddalelibrary.org by March 28, 2025. The Wood Dale Public Library District is an equal-opportunity employer.