



Park Ridge Public Library

Patron Services – Assistant Manager
Full-Time, non-exempt, 37.5 hours/week

We are the Park Ridge Public Library. We are a trusted and valued community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.

Our Patron Services team is seeking an individual that will directly manage our Page team and lead the department in the absence of the Department Manager. Our Patron Services team has 22 team members which include Pages, Associates and Coordinators.

Essential functions of the position are to interact positively with all patrons and team members, manage the Page team, accurately perform essential circulation functions and procedures, assist with hiring, training and evaluations, solve complex patron issues, resolve technical issues, create reports and lead special projects as assigned.

Qualified candidates will have minimum of associate degree, 2 years of customer service experience and 1 year of supervisory experience or equivalent experience.

Schedule is 37.5 hours per week which includes one night per week and one weekend per month. Flexibility is a must.

Salary & Benefits:

- \$25.47-\$28.16/hour (depending on qualifications)
- Paid Time Off (PTO)
- Participation in Illinois Municipal Retirement Fund (IMRF)
- Health, dental and vision benefits

Applicants must submit the following:

- Completed [PRPL Application for Employment](#) (required for consideration)
- Cover letter
- Resume

Apply to:

Anastasia Rachmaciej, Patron Services Manager
Park Ridge Public Library
20 S. Prospect Ave
Park Ridge IL 60068
arachmaciej@parkridgelibrary.org

Position is open until filled. Special consideration will be given to candidates who apply by June 9.