



**Adult Services – Reference Librarian,
Part-Time, Non-Exempt 8 hours/week**

The Adult Services department at the Park Ridge Public Library seeks an enthusiastic librarian with excellent customer service skills and strong knowledge of resources and technology.

Position Summary:

Duties include assisting patrons at the Reference desk, in the [Media Lab](#) and in our makerspace [The Studio](#), and helping with department projects.

Essential Job Duties and Responsibilities:

- Interacts positively with people of all ages and temperaments, according to Standards of Service Excellence
- Answers patron questions and assists with general Library needs
- Provide reader's advisory and reference services
- Assists patrons in locating and obtaining materials
- Assists with and may coordinate Library projects and initiatives
- Actively supports Library policies and procedures

Qualifications:

- Master's degree in Library Science required
- Familiarity with research
- Demonstrated customer service skills
- Ability to work independently
- Ability to manage multiple projects and deadlines
- Knowledge of computers and technology is required

Hours: 8 hours per week (Two shifts per week (including one evening) and two weekend shifts per month)

Rate: \$23.00/hour

Deadline to Apply: Tuesday, May 23, 2023

Applicants must submit the following:

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

Apply To:

Laura Scott, Adult Services Manager

Park Ridge Public Library

20 S. PROSPECT AVENUE

PARK RIDGE, IL 60068

Email address: <mailto:lscott@parkridgelibrary.org>