



Park Ridge Public Library

**Patron Services Department  
Associate  
Part-Time, 13-15 hours/week**

The Patron Services department at the Park Ridge Public Library seeks a friendly, enthusiastic and customer focused candidate to join our team.

Essential functions of the position are to interact positively with people of all ages and temperaments, accurately perform essential circulation functions and procedures, assist patrons with automated return and check-out stations, register and maintain patron records, answer patron questions, organize and alphabetically file patron holds, greet patrons and provide friendly and professional service.

Qualified candidates will have a high school diploma or GED, comfortable working on a computer, ability to learn Library's circulation software, possess a positive attitude and work well in a team environment.

Schedule is Mondays 9 a.m. – 5 p.m. and every other weekend Saturdays 9 a.m.- 5 p.m. and Sundays 12- 5 p.m.

To apply submit a completed City of Park Ridge Application for Employment (required for consideration) and resume to Patron Services Manager, Anastasia Rachmaciej via email at [arachmaciej@parkridgelibrary.org](mailto:arachmaciej@parkridgelibrary.org)

For more information: <https://www.parkridgelibrary.org/employment/>

Position is open until filled.

Salary starts at \$14 per hour