



**Park Ridge Public Library
Youth Services Department – Library Specialist
Part-Time, Non-exempt, 24**

The Youth Services Department at the Park Ridge Public Library seeks an enthusiastic Library Specialist with excellent customer service skills who enjoys working with children and their caregivers.

Position Summary:

The Library Specialist provides high quality customer service to children of all ages and their caregivers in a dynamic and lively Youth Services Department. They will directly assist the Preschool Coordinator as well as plan and present programming for children of all ages including a lapsit story time for babies.

Essential Duties:

- Provides reference and reader's advisory services for children and their caregivers
- Assists patrons with obtaining materials and other general Library needs
- Assists the Preschool Coordinator in supporting local preschools and daycare facilities
- Plans and presents programs for children with a focus on infants and early literacy
- Works with other Youth Services team members to plan and implement Library reading clubs
- Assists with and may coordinate Library projects and initiatives
- May assist with outreach to schools and other community groups
- Other duties, as assigned or as necessary and proper to accomplish the forgoing

Qualifications:

- Bachelor's degree, LTA certificate, or equivalent experience working with children in a library or educational environment
- Story time experience is a plus
- Knowledge of children's literature
- Interacts positively with people of all ages and temperaments
- Strong customer service skills
- Knowledge of and experience using current technology including Online Public Access Catalogs
- Excellent oral and written communication skills
- Ability to function independently and efficiently in a changing and fast-paced environment
- Ability to exercise good judgement and focus on details
- Ability to adapt, think creatively and collaborate to work well as part of a team
- Ability to multi-task and adjust work priorities as needed
- Ability to solve problems and handle escalated situations in a calm, capable manner

Hours:

- 24 hours per week average
- Includes night and weekend shifts

Salary & Benefits:

- \$19.75-\$21.50 depending on qualifications
- Participation in Illinois Municipal Retirement Fund (IMRF)
- Paid Time Off (PTO)

Please submit the following to Staci Greenwald, Youth Services Manager, by June 16, 2023.

- Completed Park Ridge Public Library Application for Employment (required for consideration)
- Cover letter
- Resume

Application available at www.parkridgelibrary.org/employment
Submit all application materials to Staci Greenwald, Youth Services Manager, sgreenwald@parkridgelibrary.org or by U.S. Mail:
Park Ridge Public Library
Attn: Business Office
20 S. Prospect Ave.
Park Ridge, IL 60068

The Park Ridge Public Library is an Equal Opportunity Employer and will make reasonable accommodations to disabled persons in performing their job responsibilities.