



Park Ridge Public Library

**CIRCULATION DEPARTMENT
LIBRARY ASSISTANT I
Part-Time, Approximately 14-18 hours per week**

Seeking a part-time Library Assistant to join our busy Circulation team.

In this position you will be dealing directly with patrons and visitors. Candidates must have a positive attitude, work well in a team environment, and demonstrate excellent customer service skills.

DUTIES

- Greet patrons and provide friendly customer service
- Assist patrons with self-check unit and automated return handler
- Identify damaged and incomplete returns
- Register new patrons and maintain accurate patron database
- Answer incoming phone calls and direct calls as appropriate
- Process and file available holds for patrons
- Knowledge of Circulation policies and procedures
- Other duties as assigned

REQUIRES: High School Diploma or equivalent; excellent communication skills; commitment to outstanding customer service and teamwork; ability to lift 25 lbs. and push a book cart; must demonstrate basic computer competencies.

Library experience and familiarity with POLARIS software preferred. See job description for complete list of requirements.

SCHEDULE:

Monday: 5-9 p.m.

Wednesday: 5-9 p.m.

Every other weekend: Saturday, 9 a.m.-5 p.m. and Sunday, Noon-5 p.m.

SALARY: \$12.05 per hour

Applications accepted until position is filled.

Completed *City of Park Ridge Job Application* required for consideration. Send a cover letter, resume, and completed Application to: Anastasia Daskalos, Circulation Services Manager, Park Ridge Public Library, 20 S. Prospect Avenue, Park Ridge IL 60068, Phone: (847) 825-3123, Fax: (847) 825-0001, Email: adaskalos@prpl.org

Job description and *City of Park Ridge Job Application* are available from the Library Business Office or online at www.parkridgelibrary.org under "Get Involved/ Employment". E.O.E.