



**Adult Services Department – Reference Librarian  
Half-Time, Non-Exempt, 24 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.

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

Master's degree in Library Science required. Candidate must have familiarity with research; demonstrated customer services skills; and the ability to work independently and manage multiple projects and deadlines. Knowledge of computers and technology is required.

**Salary & Benefits:**

- \$23.00 per hour
- PTO and IMRF retirement benefits

**Schedule:**

- 24 hours per week (3-4 days per week, including one evening, and 2-3 weekend shifts per month)

**Deadline:**

- April 22, 2024

**Applicants must submit the following:**

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

**Apply to:**

Laura Scott, Adult Services Manager  
lscott@parkridgelibrary.org  
No phone calls, please.



