



Park Ridge Public Library

Patron Services – Coordinator
Full-Time, non-exempt, 37.5 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.

Our Patron Services team is seeking an individual that will interact positively with all patrons and team members, accurately perform essential circulation functions and procedures, assist in the supervision and workflow of the department, provide training, solve complex patron issues, serve as person in charge, and complete special projects as assigned.

Qualified candidates will have minimum of high school diploma, 2 years of customer service experience and proficiency in Microsoft Office, Google Drive and email applications.

Schedule is 37.5 hours per week which includes one night per week and one weekend per month. Flexibility is a must.

Salary & Benefits:

- \$19.70-\$21.90/hour
- Paid Time Off (PTO)
- Participation in Illinois Municipal Retirement Fund (IMRF)
- Health, dental and vision benefits

Applicants must submit the following:

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

Apply to:

Anastasia Rachmaciej, Patron Services Manager

Park Ridge Public Library

20 S. Prospect Ave

Park Ridge IL 60068

arachmaciej@parkridgelibrary.org

Position is open until filled. Special consideration will be given to candidates who apply by May 06.