



Park Ridge Public Library

**Patron Services Department - Shelver
Part-Time, Non-Exempt, 15 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 who has a positive attitude, enjoys organization, has the ability to work independently and can work cooperatively in a team environment.

Essential functions of the position are to accurately shelf, sort, straighten and shift library materials, locate and pull items off shelf, shelf read shelved material for accuracy and correcting misfiles and other duties as assigned.

Qualified candidates will be at least 16 years of age, have the ability to file alphabetically and learn the Dewey Decimal System, have the ability to stand, kneel and bend for long periods of time, lift and carry material, push and pull book carts in excess of 75lbs, read fine print on spine labels, follow oral and written instructions, possess a strong attention to detail and be self-sufficient in performing duties.

Salary & Benefits

- Begins at \$15.00 per hour
- PTO according to the Paid Leave for All Workers Act

Schedule -- Please note: This is a year-round position, not a seasonal or summer job.

- Every other Sunday: 12pm – 5pm
- Tuesdays: 2pm – 6pm
- Wednesdays: 2pm – 6pm
- Thursdays: 2pm – 6pm
- Flexibility in scheduling as needed

Applicants must submit the following:

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

Apply to:

Samantha Menard, Patron Services Assistant Manager

Email address: smenard@parkridgelibrary.org

No phone calls, please.