

POSITION: Part-Time Circulation Clerk

SALARY: \$13.86-\$18.76 per hour

APPLY BY: To apply please send resume, cover letter and three references to kvonachen@oak-brook.org. Position is open until filled. If you have any questions please contact Kathy Vonachen, Human Resources Manager, at 630-368-5036.

JOB SUMMARY:

The Oak Brook Public Library is seeking a friendly and enthusiastic individual to join its staff. As a Circulation Clerk, you will work closely with the entire Library staff to serve library patrons. The position is part-time, non-exempt and intended to coincide with an individual's study in the field of library science or related field. This position reports to the Circulation Supervisor.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:

Represent the Library in a positive fashion to all visitors and guests. Provide assistance at the front desk which will include checking materials in and out, answering phones, issuing library cards and other Circulation Department duties as assigned. Position requires excellent communication, organizational, and customer service skills.

MINIMUM QUALIFICATIONS:

Must be at least 18 years of age. Must be able to follow verbal and written instructions, have a valid Illinois Driver's License, able to stand and walk for extended periods of time. Must be able to operate a computer, copy machine, fax machine, etc.

PHYSICAL/MENTAL REQUIREMENTS:

Wide flexibility of movement is required including standing, bending, climbing, and lifting. Pushing a book cart of fifty pounds is also required. Excellent computer skills are desired.

WORK SCHEDULE/BENEFITS:

This is a 12 to 18 hours per week position (the hours may vary), with at least one evening a week and participation in a weekend rotation. This is a non-IMRF (pension) position with limited benefit earning potential. Starting salary is \$13.86 per hour.

SELECTION:

Candidate screening process may consist of an application review, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

Village of Oak Brook
Attention: Human Resource Manager
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Oak Brook, IL 60523
E.O.E.