



Aurora
Public
Library
District

Library Assistant (Part-Time) - Adult Services - Santori

The Aurora Public Library District is looking for a customer-oriented person who enjoys helping teens and adults from diverse backgrounds. Do you thrive in a collaborative environment and are you community-driven? Are you comfortable providing English/Spanish information services on weekends and afternoons at the downtown location, Santori? If so, the Aurora Public Library District may be the place for you.

Key Responsibilities:

- Provide library customers with basic reference, instructional and readers advisory services at multiple service points
- Place local holds and initiate inter-library loan transactions
- Help customers access and use library resources including print and digital collections, study rooms, and technology services
- Plan, prepare and present or assist in the presentation of programs and classes for target audiences, including Spanish speakers

Minimum Qualifications:

- Bachelor's Degree or LTA Certification
- Previous public library experience preferred
- Work experience with the public preferred
- Spanish language skills a plus

Schedule:

Sunday	Off
Monday	5pm-9pm
Tuesday	Off
Wednesday	5pm-9pm
Thursday	5pm-9pm
Friday	Off
Saturday	9am – 5pm

Benefits:

Hourly rate starts at \$21.99

Pro-rated paid vacation, holiday, personal and sick day

Individual Coverage Health Reimbursement Arrangement (ICHRA)

IMRF pension plan

457b retirement plan

Professional Development

To apply:

If this sounds like the role for you, please send your application, resume, and cover letter to hrdirector@aurorapubliclibrary.org.

A copy of our application can be found at [https://aurora.libnet.info/images/pdfs/aurora/HR/Application for Employment.pdf](https://aurora.libnet.info/images/pdfs/aurora/HR/Application_for_Employment.pdf)

About APLD:

Our **strategic plan**: Advancing Through Equity, Achieving School Success, Restoring Aurora, and Welcoming New Americans is dedicated to providing excellent customer service in a diverse urban area. With three locations and a new Bookmobile, our main library is 97,000-square feet including a makerspace and opened in 2015. Along with our two branches, we serve six school districts in four counties.

Application deadline: March 12, 2024 – March 24, 2024

Aurora Public Library District is an Equal Employment Opportunity Employer