

# JOB OPENING

## Adult Services Assistant, Part-Time

The Adult Services department seeks an Adult Services Assistant to organize periodicals and reference materials, acquire materials for the Hot Picks magazine collection, and locate and retrieve materials. This position offers a unique opportunity to join a supportive and dynamic team and learn more about how collection work is essential in providing patrons and the community an effective and welcoming environment!

**Duties:** Acquire monthly Hot Picks magazine collection with librarian guidance  
Maintain and organize periodicals/newspaper collection and reference collection, including withdrawing materials according to a collection development plan and holding guidelines  
Perform administrative duties, including filing documents  
Search for missing titles and retrieve items for patrons and staff  
Assist with display creation and organization

**Requires:** High School diploma, GED, or equivalent experience  
Ability to operate computer and office equipment (for example, photocopier, FAX machine, laminator)  
Word-processing skills  
Organizational, problem solving, and communication (oral & written) skills  
Ability to interpret procedures and follow directions accurately  
Ability to work cooperatively with others, as well as independently  
Filing skills (Dewey Decimal System and alphabetical)

**Schedule:** Part-time (12 hours/week), negotiable schedule

**Salary:** \$15.00 - \$18.75 per hour  
The pay range is based on consideration of neutral factors and criteria such as required qualifications, experience, education, skill, training, certifications, and seniority.

**Benefits:** Paid Leave benefits

**Apply to:** Submit resumé with three work references to:  
Cynthia Medrano  
Adult Services Manager  
Highland Park Public Library  
494 Laurel Avenue  
Highland Park, Illinois 60035  
human-resources@hplibrary.org

### **About the Library**

*The Highland Park Public Library team recruits creative, enthusiastic, and caring individuals whose work will build relationships and enrich lives. We work to create and support an environment of equity, diversity, and inclusion for the benefit of our employees, our collections, our programs and services, and our community. Our most valuable resource is our team. Join us!*