



Position Available

Member Services Assistant

Part-time, 20 hours per week

Warrenville Public Library District is looking for a friendly, energetic individual who possesses a strong attention to detail and enjoys organizing materials. This permanent position is responsible for ensuring that the library's collections are neat and orderly by shelving material in its proper location and sequence. The Member Services Assistant is also responsible for processing item holds transferred between libraries and checking in returned library materials.

Required Schedule Rotation:

Week A: Mon 9:15-2:15 | Tues 4:15-9:15 | Thurs 12-5 | Sat either 9:15-2:15 OR 12:15-5:15

Week B: Mon 9:15-2:45 | Tues 4:15-9:15 | Thurs 12-5 | Sun 12:45-5:15

Basic Requirements:

- High school diploma or equivalent
- Pass a shelving test during interview
- Ability to walk and stand for extended periods
- Ability to lift materials and push carts loaded with books

Critical skills include:

- Strong organizational skills and attention to detail
- Ability to sort and shelve materials in alphabetical and numerical order
- Computer and keyboarding skills
- Knowledge of Dewey Decimal System (preferred)

We are especially interested in hearing from applicants who:

- Have public library experience
- Have experience working with SirsiDynix Symphony and Workflows
- Have excellent communication and interpersonal skills
- Have a positive attitude and ability to collaborate with team members
- Proficiency in Spanish a plus (verbal and written)

Benefits & Pay:

- Hiring Range: \$15.00-\$16.00 per hour dependent on qualifications
- Salary range: \$14.00 / \$15.54 / \$18.65 (Min/Mid/Max)
- Includes prorated vacation & sick time, 9 paid holidays
- IMRF retirement participation

Apply by August 6, 2023. Please submit cover letter and resume (no phone calls, please) to:

Ian Stevens, HR Manager
ian@warrenville.com
Warrenville Public Library District
28W751 Stafford Place, Warrenville, IL 60555

Warrenville Public Library District is an equal opportunity employer.
Job description available at <https://wpld.info/workwithus>

Work with us



posted 7/12/23