



Warrenville
Public Library
District

Position Available

Adult Services Associate

Part-time, 30 hours per week

Includes daytime, evening and weekend shifts

Warrenville Public Library District is looking for someone who enjoys helping people with information, technology and lifelong learning. The Adult Services Associate works as part of a team to provide reference and readers' advisory services for library visitors. This position also provides assistance with technology, including computers, devices and digital resources. As a vital member of our Public Services Team, you'll work collaboratively to support our Strategic Plan goals.

Basic Requirements:

- High school diploma or equivalent, LTA Certificate preferred
- Experience in an adult services department of a public library
- Ability to communicate clearly and concisely, both verbally and in writing, in English
- Ability to walk, sit and stand for extended periods
- Ability to lift materials and push book carts with or without accommodations

Critical skills include:

- Strong organizational skills and attention to detail
- Computer and keyboarding skills
- Knowledge of Dewey Decimal System (preferred)

We are especially interested in hearing from applicants who:

- Have experience working within a SWAN library using Aspen and Workflows
- Are proficient in Spanish (verbal and written)
- Have excellent communication and interpersonal skills
- Have a positive attitude and ability to collaborate with team members

Benefits & Pay:

- Hiring Range: \$18.00-\$21.00 per hour dependent on qualifications
- Salary range: \$17.85 / \$22.31 / \$26.77 (Min/Mid/Max)
- Includes prorated 3 weeks vacation, 12 days sick time, 9 paid holidays
- IMRF retirement participation

Applications preferred by November 8. Position open until filled.

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

Work with us



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

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