

Yorkville Public Library

Job Opening Library Clerk (Youth Service Department):

Part-time vacancy available for positive, energetic, team-orientated staff member with strong public service commitment.

Work Hours: Thursday 10:00-4:00, Friday 10:00-5:00, some Saturdays 10:00-4:00, and one Sunday/month 1:00-4:00

Pay Rate: \$9.25 per hour **Application deadline:** October 1, 2019

Duties and Responsibilities:

1. Under the supervision of the Youth Service Department Head, participates in the general operation of the Youth Service Department
2. Help patrons locate materials, use the online catalog and other equipment, and provide readers' advisory services
3. Shelving materials and general upkeep of the Youth Services Department
4. Monitor Youth Services areas, enforcing policy as needed
5. Prepares exhibits of books, bulletin board displays, and other promotional items
6. Work with parents/children including those with diverse background and abilities to obtain resources, use the online catalog and other equipment, and provide readers' advisory services
7. Safeguard patron privacy in handling records
8. Other duties assigned

Skills:

1. Ability to arrange materials in call number order (alphabetical and numerical)
2. Ability to relate in a friendly and open manner with children, parents, and staff
3. Assists in planning and conducting of story hours and children's programs, if assigned
4. Computer literacy along with knowledge of office equipment
5. Effective verbal and written communication skills
6. Experience working with children and teens
7. Ability to remain calm while dealing with patrons

Physical Requirements:

1. Frequently required to see, walk, sit, bend, stoop, kneel, crouch, talk and hear
2. Physical dexterity to reach shelves of various heights, push full carts and lift heavy containers occasionally during a work shift

Qualifications:

1. Applicant should have computer experience, including typing and data entry. Knowledge of PraireCat is a plus
2. Must be able to work assigned hours.
3. Must possess a high school diploma.

To Apply:

Complete library application and submit to Yorkville Public Library, 902 Game Farm Road, Yorkville, Illinois 60560, Attention: Elisa Topper, Library Director or electronically to elisa.topper@yorkville.lib.il.us. The application may be found on the City of Yorkville web page.