



Job Identifications: Library Clerk (Adults & Children's Services and Circulation) Part-time vacancy available for positive, energetic, team-oriented staff member with strong public service commitment.

Status: Part-time

Work Hours: up to 20 hours per week with some daytime, evenings, and Saturday hours

Pay Rate: \$12.36 per hour **Application deadline:** Open until filled

Duties and Responsibilities:

1. Under the supervision of the Director of Adult or Children's Services or Circulation Manager, participates in the general operation of the department
2. Shelves materials and participates in general upkeep of the department
3. Monitors department areas, enforcing policies as needed
4. Prepares exhibits of books, bulletin board displays, and other promotional items
5. Works with people of all ages, background, and abilities to obtain resources and use the online catalog and other equipment; provides readers' advisory services
6. Safeguards patron privacy in handling records
7. Other duties as 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 people of all ages, backgrounds, and abilities
3. Ability to work as part of a cohesive team
4. Ability to assist in planning and implementation of programs, as assigned
5. Ability to remain calm while dealing with patrons in stressful situations
6. Computer literacy along with knowledge of office equipment
7. Effective verbal and written communication skills

Physical Requirements/Work Environment

1. Work that includes repetitive keyboard use
2. Work that includes reaching/shelving items on upper shelves and stooping/shelving items on lower shelves
3. Work that includes carrying several books at a time
4. Work that includes pushing loaded book carts of up to 100 lbs
5. Manual dexterity, clear speech, hearing acuity, and correctable vision
6. Provide own transportation
7. Must be available occasional evenings and weekends

Qualifications:

1. Proficient in Microsoft Office Suite, Google Apps, and graphic design software
2. Ability to work independently, making decisions within stated guidelines to solve problems and produce accurate work in a timely basis
3. Must be available to work assigned hours
4. Must possess a high school diploma

To Apply:

Complete library application and submit along with a resume and cover letter to: Yorkville Public Library, 902 Game Farm Road, Yorkville, Illinois 60560, Attn: Hiring Department or by email to careers@yorkville.lib.il.us.

The application can be found on the City of Yorkville webpage:

<https://www.yorkville.il.us/DocumentCenter/View/244/Application-for-Employment-PDF?bidId=>

Revised: 12/20/21