



**Job Identifications: Library Clerk (Youth Services)** Part-time vacancy available for positive, energetic, team-orientated staff member with strong public service commitment.

**Status:** Part Time

**Work Hours:** Tue & Thurs 10:00 – 4:00 and Saturday/Sunday hours on rotation.

**Pay Rate:** \$12.36 per hour    **Application deadline:** Until filled.

**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/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. Provides own transportation.

**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 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](mailto: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=>