



JOB OPENING

PART-TIME CIRCULATION SERVICES ASSISTANT

Qualifications

High School diploma; friendly and helpful personality. Good communication skills and ability to understand and share written/oral instructions. Ability to perform basic computer functions; comfortable using technology and various mobile devices. Prior customer service, public service or library work is a plus.

Responsibilities

The Circulation Services Assistant checks out materials to patrons; checks in materials when returned; collects fines and payments for overdue materials; responds to patron and staff inquiries through email and telephone; assists other departments with library outreach opportunities.

Hours

A set 12-week schedule that averages a total of 12.5 hours per week. The schedule includes morning, afternoon, evening, and weekend hours, depending on needs from week to week.

Salary

\$14.68 per hour

Starting Date

ASAP

Benefits

Vacation after 1 year, sick days, holidays

Application Instructions

Submit Library application to the attention of:

Richy Sandberg: Head of Circulation Services | rsandberg@egvpl.org

Elk Grove Village Public Library

1001 Wellington Avenue

Elk Grove Village, IL 60007

Applications are available at the Circulation Services Desk and online at www.egvpl.org. This job description is a general guide to the duties and responsibilities of the position, and is not intended to list every possible task that an employee may be directed to perform. All prospective employees are subject to a background check. The Elk Grove Village Public Library is an equal opportunity employer.

Circulation Services Assistant

Department: Circulation Services

Reports to: Circulation Services Department Head

Job status: Part-time, Non-Exempt

Grade: V

Qualifications

High School Diploma or equivalent. The applicant will bend, stoop, lift, carry, and stand for extended periods; must be able to push 200 lb. wheeled cart. Previous work with the public and/or library experience is preferred.

Attributes

Excellent verbal communication skills; exercises patience, friendliness, diplomacy, and discretion with the public in person, telephone and email; prioritizes several duties and multitasks when required; accurate keyboarding skills and general familiarity with computers; comfortable using mobile devices and technology items; ability to write and respond to emails; willingness to help the public and library staff.

Responsibilities

Regulates borrowing of library materials by checking items in and out, registering and renewing library cards, collecting fine and fee payments. Informs patrons of circulation policies and procedures; responds to patron inquiries through emails; provides information and registration for library programs; answers incoming phone calls and directs them to the appropriate staff/department; assists other departments through library outreach opportunities. Other responsibilities assigned by immediate supervisor.

Other responsibilities assigned

Voter registration service to patrons; interlibrary loan duties; prints/prepares Circulation Services reports and patron notices; curbside service; outside holds locker.

Probationary period

12 months

The library reserves the right to modify this and every job description in whole or in part at any time. This job description is a general guide to the duties and responsibilities of the position. It is not intended to list every possible task that an employee may be directed to perform.



ELK GROVE VILLAGE LIBRARY

1001 Wellington Avenue
Elk Grove Village, IL 60007
Phone: (847) 439-0447
Website: www.egvpl.org

SET 12 WEEK SCHEDULE

	MON	TUES	WED	THURS	FRI	SAT	SUN
WEEK 1	5-9	5-10					
WEEK 2	5-9	5-10				12-5	1-5
WEEK 3	5-9	5-9					
WEEK 4	5-9	5-10					
WEEK 5	5-9	5-10					
WEEK 6	5-9	5-9			2-7	12-5	1-5
WEEK 7	5-9	5-10			12-5		
WEEK 8	5-9	5-10					
WEEK 9	5-9	5-9			9-1		
WEEK 10	5-9	5-10				12-5	1-5
WEEK 11	5-9	5-10					
WEEK 12	5-9	5-9			2-7		



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