

Berwyn Public Library Staff Vacancy

Position: **Part time Library Assistant – Circulation**
Salary: \$15.00
Schedule: 20 hours/week
Application deadline: Until filled

The Berwyn Public Library is seeking an enthusiastic, detail-oriented individual with a strong commitment to customer service to work at the Circulation desk. The ideal candidate will enjoy working with the public, demonstrate excellent communication and customer service skills, and work well in a team environment.

Duties include:

- Participating in all areas of circulation: checking materials in and out; conducting title searches and placing holds on materials for patrons; creating library cards; checking materials for damage or missing parts.
- Providing customer service via telephone: redirecting incoming calls, answering general inquiries, etc.
- Sorting incoming interlibrary loans.
- Handling money for fee payment and making change for patron use of printers.
- Providing patron assistance for technology including-but not limited to-computers, printers, scanners and copiers.
- Opening and closing the building daily.

REQUIREMENTS:

- High school diploma or GED
- One year of customer service experience.
- One year of basic computer skills in a Windows based environment.
- Ability to lift up to 60 lbs.
- Must have full fine and gross motor functions (bend, stoop, twist, push, pull, and good hand dexterity).
- Bi-lingual preferred: English/Spanish

APPLICATIONS are available to be picked up and returned to the front desk at the Library or City Hall located at 6700 West 26th Street, Berwyn, IL 60402-0701. Applications are also available online at <http://www.berwyn-il.gov> or at <http://www.berwynlibrary.org/work-bpl>

CONTACT:

Submit City of Berwyn application, cover letter and resume to:

Debi Burke dburke@berwynlibrary.org

Berwyn Public Library, 2701 S. Harlem Avenue, Berwyn, IL 60402-2140

The City of Berwyn is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, place of residence, or disability.