

## **CAREER OPPORTUNITIES**

at the McHenry Public Library District

### **Bilingual Circulation Clerk (Part-Time -- 20 hours/week)**

The McHenry Public Library District is seeking a positive, reliable, and friendly team player, who is fluent in both English and Spanish, to join our Circulation team.

The ideal candidate for this position will have a director of first impression mindset with both strong organizational and problem solving skills to provide excellent customer service for our Library's patrons.

The responsibilities of the position include but are not limited to:

- Greeting and assisting patrons through means of in person; by email, over the phone, and through curbside pickups
- Checking in/out library materials
- Handling cash transactions
- Registering, renewing, and maintaining accurate records of library accounts
- Sorting materials accurately by Dewey Decimal order or by shelving schemes
- Shelving materials and straightening shelves
- Processing interlibrary loan deliveries

Requirements for this position are:

- High communication and listening skills
- The ability to prioritize, multi-task, and perform accurately in a detailed environment
- Willingness to learn and work with technology in a library setting
- Expertise to use good judgment in a variety of situations

This position requires a flexible schedule to work days, nights, and weekends.

Qualifications include:

- High School Diploma (or equivalent work experience)
- 1 or more years of customer service experience; library experience desirable

- Familiarity with office (or library) technology
- Excellent written and verbal communication skills in both English and Spanish

Physical Requirements:

- Frequently required to sit, stand, walk and reach with hands and arms.
- Must be able to lift, push, or move up to 50 pounds.

Salary and benefits:

- The salary range for this position is approx. \$13.08-\$15.77/hour.
- Includes IMRF (Pension Plan) and PTO (paid time off) benefits.

If interested, please submit a resume to [jobs@mchenrylibrary.org](mailto:jobs@mchenrylibrary.org) for consideration.