

## **CAREER OPPORTUNITIES**

at the McHenry Public Library District

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

The McHenry Public Library District is seeking a positive, reliable, and friendly team player 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 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 in using 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 English.
- Bilingual Skills (Spanish, Polish, or ASL) are desirable.

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. \$14.00-\$15.77/hour.
- IMRF (Pension Plan) and PTO (paid time off) benefits are included.

The Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, ancestry, disability (mental or physical), military status, marital status, order of protection status, genetic information and sexual orientation all in accordance with applicable law. Such action shall include but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

The Library is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment.

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