**Job Title: Circulation Clerk**

**Department**: Circulation

**Compensation:** $15 per hour

**Hours:** PT 24 hours a week

**Schedule:**

Tuesday 9-3
Wednesday 9-3
Friday 10-4
Saturday 10-4

**Position Overview:**

The River Grove Public Library District is seeking a detail-oriented, tech-savvy, and team player to join our circulation team. The ideal candidate will be able to provide excellent customer service, troubleshoot tech issues, resolve patron complaints, and support our efforts in keeping a clean and organized library. This position requires extensive patron interaction, changing desk and project schedules, and executing passports. The River Grove Public Library District is undergoing some exciting changes and this is a chance to be a part of the transition.

**General Duties:**

* Circulation services, including checking materials in/out, renewing items, registering patrons, processing holds, and collecting fines
* Assists patrons with locating materials and accessing library resources
* Assists patrons with library technology
* Communicates the library policies regarding lost/damaged items effectively to the patrons; billing patrons for lost and damaged items when necessary
* Shelves, shelf reads, and shifts assigned sections in the collection
* Performs library opening and closing procedures
* Applies problem-solving skills and excellent customer service in all situations

**Required Knowledge, Skills, and Abilities:**

* Strong oral and written communications skills
* Proficiency with computers, Office Suite, and general digital literacy
* Ability to interact courteously and effectively with the public and staff
* Ability to respond in an effective manner to the concerns of library patrons
* Ability to understand and interpret library policies, procedures, and rules
* Ability to keep records and count money accurately
* Ability to work independently

**Minimum Qualifications:**

* High school diploma or equivalent
* Excellent customer-service skills and working knowledge of computers
* *Spanish and/or Polish language skills are a plus.*

Interested candidates should submit a resume and three professional references to **director@rivergrovelibrary.org****.**