

## Job Posting

Position Title: Library Assistant, part-time, Circulation and Outreach Services

Date posted: November 1, 2024

### Description

Do you have an interest in libraries and what they do as institutions for the communities they serve? Can you provide exemplary customer service to our diverse population? This position involves helping patrons with self-check and self-return systems, accessing the catalog, retrieving items, negotiating fees, issuing new accounts, shelving materials, and more. Must be able to effectively communicate with patrons in person, over the phone, and via email. Must possess intermediate computer skills. Apply for this position if you are energetic, enjoy serving people, and if you want a job where every day is full of variety, challenge, and reward.

### Duties:

- Staff the Check Out Desk and provide top quality, patron-focused interactions to people of all ages who visit the library or contact the library by phone
- Utilize the library's computer system, email, and various software applications
- Perform basic circulation functions such as retrieving items placed on hold, assisting patrons using our Drive-Up service, and checking returned items for missing pieces or damage

### Skills:

- Friendly, helpful, knowledgeable, positive attitude, proactive
- Ability to transport books within the library building
- Must be able to bend, stoop, and lift
- Ability to work a flexible schedule

**Hours:** 19 per week, to include mornings, afternoons, evenings, and every other weekend (Saturday 8:30-5:00, Sunday 12:30-5:00). Schedules may change by semester based on departmental needs and employee availability.

**Education:** Position requires a High School Diploma or equivalent.

**Salary:** \$16.00 per hour

**Closing:** November 24, 2024

**To Apply:** Submit [Employment Application](#) and resume to:

Gayle Tucker, HR Manager  
Bloomington Public Library  
205 E. Olive St.  
Bloomington, IL 61701

or [hr@bloomingtonlibrary.org](mailto:hr@bloomingtonlibrary.org)

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