

LaGrange Association Library – Part-Time Clerk

LaGrange Association Library has an immediate opening for an enthusiastic, friendly, customer-service oriented individual to join our team as a part-time Library Clerk.

Responsibilities include:

- greeting patrons as they enter the Library
- checking materials in and out for patrons at the front desk
- answering the phone and directing calls appropriately
- assisting library users in person and via telephone with information requests
- providing library users with reader's advisory services
- assisting library users with basic computer usage, printing, faxing, and copying
- explaining and enforcing library policies and procedures with patrons as needed
- keeping shelves tidy, shelving books, shelf reading as assigned
- other projects as assigned

This position is up to 11 hours per week, Wednesday evenings and rotating Saturdays with opportunities to fill in additional shifts as they become available. Salary is \$16.00 per hour with paid sick, vacation, personal days, holidays, and a retirement savings plan.

Requirements: Graduation from high school or possession of a GED or higher, excellent customer service and communication skills, basic computer proficiency, the ability to multi-task, and the physical ability to bend, stretch, kneel, and lift up to 40 pounds. The ideal candidate should enjoy working with the public, have a good sense of humor, have an interest in reading and movies, be able to function independently *and* as part of a busy library team. Prior library experience is a plus.

To apply: Please email a meaningful cover letter, resume, and 2 professional references to Lisa Sassi, Head of Circulation, at lsassi@laglib.org and indicate "Clerk" in the subject line.