

Position: Circulation Clerk: Part-time

Posting Date: June 19, 2025

Job Summary: Under the general direction of the Director, and the direct supervision of the Circulation Manager, performs a full range of duties, including, but not limited to: shelving, checking library materials in and out, renewing library materials, locating items, creating/renewing library cards, and providing excellent customer service.

Education/Experience Requirements:

- High School Diploma/GED preferred
- One year of customer service or library experience preferred
- Must have excellent computer skills
- Must be able to communicate with the public and library team in a clear and professional manner both in person and on the telephone
- Must have a strong attention to detail
- Bilingual Spanish/English preferred

Responsibilities and Duties:

- Checking library materials in and out
- Routing incoming and outgoing materials as required
- Inspecting returned materials for damage and referring damaged material to the appropriate staff
- Sorts returned library materials and either personally shelves materials or places them in designated area for shelving; processes reserved library materials
- Maintaining patron accounts and registering and issuing patron library cards
- Using customer service skills while greeting patrons and promoting materials, programs, events, and services provided by the library
- Completing additional tasks as assigned

Physical Demands and Working Conditions: While performing the duties of this job, the employee will frequently sit, stand, kneel, reach, and walk. The employee will occasionally lift and/or move equipment, etc, up to twenty (20) pounds.

Hours: Part-time (12-16 hours per week) including some nights and weekends. Must be willing to work at both the Oswego Campus and the Montgomery Campus.

Pay: MINIMUM starting salary is \$15.16/hour

To Apply: Applications can be found at <https://www.oswego.lib.il.us/about-us/employment> Submit an application to cwresinski@oswego.lib.il.us
Deadline: July 3, 2025 or until filled

ILLINOIS PUBLIC LABOR RELATIONS ACT:

This position shall be non-exempt pursuant to the Act

FAIR LABOR STANDARDS ACT:

This position shall be non-exempt pursuant to the Act