

**Position: Adult Services Library Assistant- PART-TIME**

**Posting Date:** February 28, 2023

**Job Summary:** Under the general direction of the Director, and the direct supervision of the Head of Adult Services, assists in providing a full range of reference, reader's advisory, and digital materials assistance to patrons.

**Education/Experience Requirements:**

- LTA (Library Technical Assistant) certificate from an accredited program, or a related associates degree preferred
- At least 1 (one) year experience in a library or customer service job is preferred
- Must have excellent computer skills and be familiar with other common technology
- Must be able to communicate with the public and library team in a clear and professional manner in person, on the telephone, and in writing

**Responsibilities and Duties:**

- Participates developing and maintaining the collection
- Assists in reader's advisory and instructing patrons in the use of the library
- Assists patrons with reference questions and interlibrary loan requests
- Creates library displays, readers' advisory handouts, and promotional materials, as needed
- Assists patrons with use of electronic library materials and computers
- Interacts with the public in a professional and courteous manner
- Maintains a comfortable library environment by enforcing library policies
- Completes additional tasks as assigned

**Physical Demands and Working Conditions:** Employee must be able to work an 8 (eight) hour work shift, read normal sized print, and access all areas of the collection.

**Hours:** Part-time (12-16 hours per week) with night and weekend hours. Must be willing to work at both the Oswego Campus and the Montgomery Campus.

**Pay:** MINIMUM starting salary \$16.50 per hour

**To Apply:** Submit a cover letter and resume to [cleifheit@oswego.lib.il.us](mailto:cleifheit@oswego.lib.il.us) by 9 pm on Friday, March 17, 2023

**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