



Part-time Circulation Page – Ottawa Street Location

The Joliet Public Library is looking for a part-time Circulation Page at our Ottawa Street location. This is a 16 hours per week position and includes a mixture of days, nights and weekends. The starting pay is \$11.00 per hour. This position is responsible to shelves, locates, and retrieves library materials for staff and patrons.

DUTIES AND RESPONSIBILITIES:

- Sort, shelve and file library materials in their designated locations.
- Shift library materials from one shelving area to another.
- Read shelves for correct alignment of materials, and straightens shelves.
- Clear tables and carrels of library materials left by patrons.
- Locate and retrieve materials to support circulation workflows.
- Other duties as assigned.

QUALIFICATIONS:

- Ability to arrange items in alphabetical and numerical order.
- Ability to relate to library patrons of all ages in a positive, patient, and effective manner.
- Ability to establish and maintain effective work relationships with co-workers.
- Ability to communicate effectively.
- Ability to understand and follow oral and written instructions.
- Ability to work a variety of hours including evenings and weekends.
- Ability to meet the physical requirements of the position.
- Ability to perform work with accuracy.
- Ability to operate all equipment necessary to perform job duties.
- Ability to work with minimal supervision.

ACCOUNTABILITIES:

- Accountable for the physical appearance of library materials collection.
- Accountable for timely and accurate shelving of library materials.
- Accountable for following library rules and policies.
- Accountable for providing courteous, tactful, and positive library service to patrons.
- Accountable for completing work in a timely manner.

QUALIFICATIONS:

- High school education or equivalent.

Send cover letter, resume, and three references to:
Human Resources Department
Business Office
Joliet Public Library
150 N. Ottawa St.
Joliet, IL 60432-4192

Or e-mail: dpanos@jolietlibrary.org