

Branch Assistant II

Average Weekly Hours: 21 | FLSA Classification: Non-Exempt

Do you want to be a part of a collaborative team that makes a difference in people's lives? Are you a creative individual who excels at providing outstanding customer service and fostering a collaborative work environment where teamwork thrives? If so, this opportunity may be for you!

The Indian Trails Public Library District (ITPLD) is seeking a part-time (21 hours per week) Branch Assistant with a positive demeanor, a strong skill set for technology, who is creative and has a customer centric focus to join our team. This position is located at our Branch in Prospect Heights.

Some of the job duties include:

- Greet everyone who enters the branch in a professional, friendly manner.
- Assist members with the materials check-in and check-out process, including account information retrieval and other concerns.
- Register new library members, maintain accurate records in the library database and maintain library members' confidentiality.
- Assist individuals of all ages in finding information and locating materials, recommend materials through a variety of media and inquiry sources.
- Plan, present and assist with programs and services for audiences of different ages.
- Provide basic computer and technology help and individual instruction.
- Maintain library collections by accurately reshelving returned items and weeding material as directed.
- Promote materials, programs, events, and services provided by the library.
- Maintain a safe and orderly atmosphere at the branch library.

This opportunity requires:

- Bachelor's degree or minimum of 2 years relevant experience.
- Excellent customer service, interpersonal, and effective communication skills.
- Ability to multi-task, have attention to details, and excellent organizational skills.
- The ability to use computers and relevant software including but not limited to Google products and Microsoft Office products.
- Fluency in a second language is desirable.
- Must be able to work days, evenings, weekends, and holidays. The potential schedule is Tuesday 4-8, Wednesday 1-8, Friday 3-8, Saturday 9:30-3

Hourly rate of \$18.93. This position is eligible for pro-rated vacation and sick time and IMRF participation. The library supports continued learning and professional growth including job training for new employees.

To apply:

Send a cover letter and resume via e-mail to HR at hr@itpld.org. Please include the job title in the subject line. No phone calls please.

Culture Code.

The ITPLD Way

How we work

We are collaborative, enthusiastic and curious.

We assume positive intent and find ways to say "yes" to the seemingly impossible.

We tackle our fast-paced environment with focus, humor and positive solutions.

Who We Are

We're a diverse bunch who recognize our differences as strengths.

We're an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

Staff Perks

We converse well with each other.

We value good humor and fun.

Our workplace is an open, friendly space where we feel valued and appreciated.

We're human - we laugh, throw parties, sing (loudly) with the Tone Defs, sport our sweet branded clothing and love a good potluck.