



Adult Services Assistant

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? Do you have an aptitude for technology, experience, or interest in reader's advisory and excellent customer service skills? If so, this opportunity may be for you!

The Indian Trails Public Library District (ITPLD) is seeking a part-time (21 hours per week) Adult Services Assistant with a positive demeanor, a strong skill set for technology and a customer centric focus to join our team.

Some of the job duties include:

- Staffing the Adult Services desk while providing outstanding customer service to our members.
- Assisting individuals of all ages in finding information, locating and suggesting materials and conducting research inquiries.
- Provide individual instruction and in the moment access to information in both print and digital formats.
- Staying up-to-date with all appropriate physical and digital literature in order to provide skillful readers' advisory.
- Assists and/or plans and coordinates programs for adults.
- Actively promoting the library, its materials, and services through programs, outreach, displays, and handouts.
- Assist with and may support specialized projects and tasks under an identified subject area and/or audience as needed.
- Generate and maintain reports and statistics as needed.

This opportunity requires:

- Bachelor's Degree or minimum 2 years relevant experience.
- Excellent customer service, interpersonal, and organizational skills.
- The ability to communicate effectively, use good judgment in the decision making process, and work both independently and as part of a team.
- The knowledge and ability to use computers and relevant software and equipment including but not limited to Microsoft Office 365 products.
- Experience using technology and a willingness to embrace and advance the library's technology. Experience with user instruction focused on technology is desirable.
- Fluency in a second language is desirable.
- Must have reliable transportation to arrive to work on time for scheduled shifts and be able to work days, evenings, weekends, and holidays.

Hourly rate of \$17.75 - \$21.00. This position is eligible for pro-rated vacation, sick time, floating holiday hours, jury duty and bereavement time as well as eligible for the employee assistance program (EAP), 457 retirement plan and mandatory participation in the IMRF pension plan. In addition, eligible to apply for educational assistance after 1 year of employment. 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

Our Work

We assume positive intent in all our interactions.

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

We work together to contribute to outstanding experiences for our members.

We strive to have clear, consistent and direct communication throughout the organization. We listen, trust each other and openly share ideas and information.

We strive to treat everyone with empathy and respect.

Our Staff

We are collaborative, enthusiastic and curious.

We are a diverse bunch who recognize our differences as strengths.

We are 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.

Our ITPLD

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

We care about each other and support the well-being and development of each staff member.

We make time to laugh, celebrate our accomplishments and passions, sport our sweet branded clothing and build relationships that make coming to work fun.