



Indian Trails
Public Library

Library 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 and recommending 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 2 years relevant experience.
- Excellent customer service and interpersonal skills with the ability to communicate effectively and use good judgment in the decision making process.
- Work both independently and as part of a team.
- Ability to multi-task, have attention to details, and excellent organizational skills.
- 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. The potential schedule is Monday 1-8, Wednesday 1-8, Saturday 9:30-3 and about every other Friday 3-8.

Hourly rate of \$19.22 - \$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.

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.

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.