



Position Available

Member Services Specialist

Part-time, 24 hours per week (average)

Primarily evening and weekend shifts with some weekday shifts

Warrenville Public Library District is looking for a friendly and welcoming individual with exceptional customer service skills to work at our Member Services Desk. This position provides direct assistance to our members including welcoming all visitors, issuing library cards, checking out materials, collecting fees and resolving questions or concerns about member accounts.

Requirements:

- High school diploma or GED, LTA Certificate preferred.
- One year experience working directly with the public in a customer service environment, library experience preferred.
- Ability to communicate clearly and concisely, both verbally and in writing, in English.

We are especially interested in hearing from applicants who:

- Have public library experience
- Are proficient in Spanish (verbal and written)
- Have experience working with SirsiDynix Symphony and Workflows
- Have scheduling flexibility to work a variety of shifts

Salary Range for this position is \$13.30-\$19.90 per hour. Starting salary is dependent on experience and qualifications.

Applications accepted until position is filled.

Submit cover letter and resume:

Jackie Davis, Assistant to the Director

jackie@warrenville.com

Warrenville Public Library District

28W751 Stafford Place, Warrenville, IL 60555

Job description available at www.warrenville.com/get-involved