



St. Charles Public Library

One South Sixth Avenue
St. Charles IL 60174-2195
630-584-0076 ■ FAX 630-584-9262
www.stcharleslibrary.org

Reference Assistant- Part-Time

The St. Charles Public Library District is seeking to fill the role of Reference Assistant with an emotionally intelligent, creative, highly collaborative, and library-loving individual.

This is a Part-Time, Hourly/Non-Exempt Position - Schedule: 16-18 hours a week, in person, with one evening a week and every one weekend in five.

The Reference Assistant works closely with the Adult Services department by providing professional support of library services to patrons; assisting to patrons in using the library's collections; performing reader services duties as required. This individual reports to the Adult Services Manager and work a minimum of three (3) weekly public service desk shifts.

ESSENTIAL FUNCTIONS:

- Provides ready reference, reader advisory, and other library services; assists patrons in the use of library resources regardless of format
- Supports with projects as requested
- Contributes to the efficiency and effectiveness of the library's service to its patrons by offering suggestions and directing or participating as an active member of a team
- Provides information about library events and processes event registrations

QUALIFICATIONS:

- Excellent communication skills, verbal and written
- Qualified in principles and practices of library sciences, services and collections
- Knowledge of community area served by the library
- Proficient in standard office practices, procedures and equipment

EDUCATION AND EXPERIENCE:

- Associates degree or LTA; AND one (1) year of customer service or library experience; OR an equivalent combination of education, training and experience.

SALARY: \$16.54/hour

TO APPLY: Submit a cover letter and resume to: hr-applicants@scpld.org,

Attention: Amy Vidlak Girmscheid, Adult Services Manager

Applications are available on our website: <https://www.scpld.org/>

The St. Charles Public Library is an Equal Opportunity Employer