

Library Assistant

Winnebago Public Library

The Winnebago Public Library is looking to hire a part-time (approximately 2-3 days a week @10-15 hours per week) librarian assistant including flexibility to cover during week as needed. This is an entry-level position that requires a strong commitment to public service.

The individual seeking this position must be energetic, out-going, and people-oriented, must possess a high school diploma or the equivalent and be at least 18 years old. This position requires that an individual performs a variety of circulation desk duties, which include, but are not limited to, checking materials in and out, notifying patrons of holds and fines, answering the telephone and relaying messages, and operating standard library equipment such as: digital projectors, fax, machine, copier, printers, and computers. This individual must also be capable of assisting patrons with the on-line card catalog as well as in the use of library equipment. This position requires excellent verbal and written communication skills and top-notch customer service skills. The ideal candidate for this position must have knowledge and experience with Microsoft Software suite, email and some experience in e-readers and digital books.

The Winnebago Public Library does not and will not discriminate in the employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.

If you are interested in applying for this position, please request an employment application at the service desk.

Winnebago Public Library
210 North Elida Street
Winnebago, IL 61088
815-335-7050

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