

# Librarian Assistant

## Winnebago Public Library

The Winnebago Public Library is looking to hire a part-time librarian assistant. Adhering to library policy, the employee assists patrons with the use of library materials and resources, participates in professional development in order to make pertinent contributions to the library and community, and possesses a drive to produce quality work. Specific tasks include public relations/outreach and programming.

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, answering the telephone and relaying messages, and supporting the director with day-to-day operations. This position requires excellent verbal and written communication skills and top-notch customer service skills.

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