

Patron Services Associate

Salary \$13.50 - \$14.50 Hourly

Location Morris Area Public Library
604 Liberty St - Morris IL 60450
815-942-6880

Job Type Part-time

Closing When filled

Two positions open-

Position A: Monday, 9-4; Tuesday, 9-1; Sunday 12:30-4:30 (15 hours)

Position B: Wednesday, 8:30-1; Thursday, 8:30-2:30; Saturday, 9:30-3 (16 hours)

SUMMARY:

We are excited to be evolving, expanding and looking to add creative staff as we embrace and enhance the charm of Morris, Illinois. Are you looking for a creative environment of support and sharing, away from the noise of a big city, where you can make a difference?

We are looking for two part time Patron Services Associates to empower our patrons through a love of books, community, and exciting new programs. We need positive, engaging team members who are eager to assist with projects and programs within the library, as well as in our community. If you are looking for a position where your focus on detail will benefit everyone, this is it! If your goal is to support others as they reach their goals, we invite you to join our friendly staff to meet the varying needs of our patrons!

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties and responsibilities are not all inclusive. Other duties may be assigned.

- Rove the library to support patrons, provide assistance, and maintain collections and public areas
- Assist patrons in finding and using library resources, including reference materials, computers, public access catalog, reference databases, and electronic resources
- Support all patrons with first level technology assistance
- Use creativity to develop informative, engaging, and entertaining programs
- Encourage, invite, and welcome patrons to our amazing library
- Perform daily library circulation operations with a positive attitude
- Uphold the patron's rights embodied in the First Amendment of the Constitution of the United States, the Bill of Rights and ALA confidentiality standards
- Uphold copyright and anti-discrimination and bias-free laws and regulations.
- Create and deliver programs to audiences of any age in the library
- Support coworkers as part of a growing team
- Participate in the engaging design and maintenance of displays
- Provide readers' advisory services to all age levels

JOB QUALIFICATIONS REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Required Knowledge, Skills and Abilities:

- Engaging attitude focused on supporting an amazing team
- Desire to empower patrons and coworkers as we explore the library
- Create engaging programs and displays throughout the library
- Effective communication skills
- Ability to research reference questions and serve the informational needs of patrons
- Creative problem solving to help patrons with all aspects of circulation services
- Ability to follow library policies and procedures
- Ability to work with, maintain and troubleshoot problems with library equipment including computers, photocopiers, and audiovisual equipment.
- Ability to stand for extended periods of time
- Ability to repetitively lift up to 50lb

Please specify which position you are applying for (Position A or Position B). Send applications to Rose, Patron Services Supervisor, rnowak@morrislibrary.com. Thank you!