



JOB OPENING

Title: Circulation Clerk

The Washington District Library seeks a customer service-oriented clerk to perform front desk and reference duties.

This position begins on January 2, 2019.

Work Schedule: Works 20 hours a week. Must work weekends and evenings, as needed.

Qualifications:

Education: High school diploma required. Some college or special library training is preferred.

Experience: General computer experience required. Library experience preferred.

Duties and Responsibilities: Duties include, but are not limited to, the following:

- Share in circulation and reference desk duties, including checking items in and out to patrons, helping locate materials for patrons, and signing patrons up for library cards.
- Perform clerical tasks in processing materials as needed.
- Due to the size of the library staff, the clerk will be asked to help with day-to-day library tasks as needed, including, but not limited to opening/closing the library and assisting patrons with the operation of library technology.

Pay: \$9.00/hour

Supervision: Report to the Director.

About the Library: The Washington District Library serves a population of approximately 24,000 and has an operating budget of approximately one million dollars. We have a branch library and main location and are located about fifteen minutes away from the city of Peoria, IL.

To apply, please send a resume and three professional references to Director Lexie Walsh at awalsh@mtco.com. The deadline to apply is December 11, 2018.