

# Richton Park Public Library District

22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ [www.richtonparklibrary.org](http://www.richtonparklibrary.org)

*"Enriching the Lives of the Community Through a Good Library Experience"*

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PUBLIC POSTING 10/10/2022

**JOB TITLE:** Adult Reference Clerk

**DEPARTMENT:** Adult Services

**REPORTS TO:** Head of Adult Services

**EMPLOYMENT STATUS:** Part Time/ Non-exempt

**WEEKLY WORK HOURS:** Up to 25 hours per week

M-F Flexible Scheduling

Sat Up to 2 per Month

**SALARY:** \$16.30 per hour

**JOB SUMMARY:** Under the supervision of the Head of Adult Services, the Reference Clerk will be responsible for providing informational, educational and recreational resources and services to the businesses and residents of Richton Park.

**GENERAL DUTIES:** Provides general and in-depth reference assistance and reader advisory, using a variety of print and online resources to youth and adults; Maintains a current knowledge of books, authors, and trends in library services and programs; Assists in Special Projects; Assists with and/or creates Adult Programming; Opening and closing duties; Understands and practices the policies and procedures of the Richton Park Public Library District; Performs other duties as assigned by supervisor.

**JOB REQUIREMENTS, QUALIFICATIONS & TRAINING:**

- Bachelor's Degree with at least 1 year of library experience and/or working with the public
- Computer knowledge with troubleshooting ability
- Willingness to work day, evening and weekend hours
- Must be able to work with patrons of all ages

**OTHER INFORMATION:**

Ability to move and/or lift materials up to 25 pounds; Frequent physical movement from one location in the library to another; Ability to operate a keyboard and other office equipment at efficient speed; Occasionally required to attend off-site meetings; Ability to use and assist patrons with PCs (additional knowledge of MACs are a bonus), Windows 10 operating system, Microsoft Office, E-mail, and the Internet; Must have strong oral and written communication skills; Must be able to work independently and show initiative in prioritizing duties; Must be able to complete assigned tasks in a timely manner and meet set dead-lines; Must be able to work collaboratively with other staff members; Must be willing to learn new skills and adapt to changing technologies.

**Deadline: position open til filled**

**Please submit your Cover Letter, Resume, 3 References VIA EMAIL to:**

**Karissa Davison, Head of Adult Services**

[davisonk@richtonparklibrary.org](mailto:davisonk@richtonparklibrary.org)