



JOB POSTING
Adult Services Associate II

POSITION: Adult Services Associate II

SALARY: \$15.58 /hour

The Wheaton Public Library is seeking applicants for the position of an Adult Services Associate II.

Responsibilities include:

- Providing high quality customer service at the Reference Desk in person, on the phone or online
- Assisting patrons with finding library materials, utilizing library databases, registering for library programs, and accessing library services
- Collaborating with other library departments when needed, to assist with programming and events.

This is a 19 hour position.

GENERAL PURPOSE: Responsible for assuring high patron and employee satisfaction with all aspects of Adult Services in accordance with current Library policies and procedures and in cooperation with other departments and the Library mission and vision.

EDUCATION REQUIREMENTS:

L.T.A. is preferred.

Coursework in adult reference services and collection development helpful.

SCHEDULING:

Work weekends/evenings/special events as needed.

GENERAL PHYSICAL/MENTAL REQUIREMENTS:

See attached Job Description.

JOB SETTING / ENVIRONMENTAL / SOCIAL CONDITIONS:

See attached Job Description.

TO APPLY: Wheaton Public Library qualified individuals interested in this position should submit a resume & cover letter to: Joyce Kent, Business/HR Manager

The Wheaton Public Library is an equal opportunity employer