**Half Hollow Hills Community Library**

**Public Services Department**

**Position Available**

**Part-Time Library Clerk in Public Services Department**

Do you have a passion for customer service, organization, and helping others? Look no further than the Half Hollow Hills Community Library!

We have an opening for a **17.5-hour Part-Time Library Clerk position** in our Public Services Department, which will require a flexible schedule, including multiple evenings and a weekend rotation.

**Requirements:**

* Candidates must have a High School Diploma.

**Responsibilities:**

* Checks library material in and out, collects and records fines, explains rules and procedures to library patrons, follows opening/closing procedures.
* Processes patron registrations and prepares library cards.
* Answers telephones, directs calls, and provides information.
* Operates basic computers and business machines, such as photocopier, scanner, and register.
* Other duties as required.

**Salary:**

* $16.49/hour

If you’re interested in joining our team, please send your cover letter and resume, with a list of three professional references, to:

**Kristina Kalin, Head of Public Services, kkalin@hhhlibrary.org, by Friday, July 14, 2023.**