Plainfield Public Library – Library Associate

The Plainfield Public Library seeks a Library Associate to work in our Reference Department. This is a part-time position not usually exceeding 24 hours per week, covering evening and weekend hours.

Strong customer service skills and intermediate to advanced computer skills are required.

Bilingual (English & Spanish) required. Previous library experience desired.

Education: Bachelor’s degree required.

Compensation: This is a part-time position at $22/hour.

Start Date: ASAP

Responsibilities

Responsibilities include, but are not limited to:

- Processing Holds/ILL
- Assisting patrons at the Reference Desk
- Provide reference assistance, including phone and email reference
- Other duties as assigned

Qualifications

- Ability to sort alphabetically and numerically
- Ability to understand, remember and carry out oral and written directions
- Ability carry and transport materials up to 20 lbs
- Ability to communicate clearly and courteously with customers, co-workers and groups outside the library
- Strong computer skills
- Working knowledge of a wide variety of electronic databases and technology applications

Please email resume and cover letter to jobs-ref@plfdpl.info