

**Title:** Branch Assistant II

**Grade:** 6

**Average Weekly Work Hours:** 17

**FLSA Classification:** Non-exempt

**Overview:**

Are you a creative individual who excels at providing extraordinary customer service and fostering a collaborative work environment where teamwork thrives? If so, this opportunity may be for you!

The Indian Trails Public Library District (ITPLD) is seeking a part-time Branch Assistant II to join our team. This position is 17 hours per week and located at our Prospect Heights branch. We serve 67,000 residents in the communities of Wheeling, Buffalo Grove and Prospect Heights.

**Key duties and responsibilities:**

- Greet everyone who enters the branch in a professional, friendly manner.
- Assist members with the materials check-in and check-out process, including account information retrieval, fine payments, and other concerns.
- Register new library members, maintain accurate records in library database and maintain library members' confidentiality.
- Assist individuals of all ages in finding information and locating materials, recommend materials through a variety of media and inquiry sources.
- Plan, present and assist with programs and services for audiences of different ages.
- Provide basic computer and technology help and individual instruction.
- Maintain library collections by selecting and weeding material as directed.
- Promote materials, programs, events, and services provided by the library.
- Maintain a safe and orderly atmosphere at the branch library.
- Deliver materials between main library and the branch.

**This opportunity requires:**

- Bachelor's degree or minimum of 2 years relevant experience.
- Excellent customer service, interpersonal, and the effective communication skills.
- Ability to multi-task, have attention to details, and excellent organizational skills.
- The ability to use computers and relevant software including but not limited to Google products and Microsoft Office products.
- Fluency in a 2nd language is highly desirable.
- Must be able to work days, evenings, weekends, and holidays. The potential schedule is Mon 1-8, Fri 3-8, Sat 10-3:30, with occasional day time shifts to cover for other staff absence.

Hourly rate of \$17.93. To apply, send a resume via e-mail to HR at [hr@itpld.org](mailto:hr@itpld.org). Please include the job title in the subject line. No phone calls please.