



City of Freeport, Illinois

HUMAN RESOURCE DEPARTMENT

Library Clerk 4 (Part Time) Job Posting AFSCME Grade 04

Description:

Under general supervision, performs duties within Circulation, Adult Reference and occasional rotations in Youth.

Minimum Requirements:

Must have a high school diploma or GED

Must have 1-2 years of computer experience

Must have 1-2 years of customer service experience

Ability to work varying evening and weekend hours, including substitutions

Ability to speak fluent Spanish is desirable

Essential Duties and Responsibilities:

- Access, update and enter patron information
- Answer informational questions
- Locate resources within the library
- Protect patron confidentiality
- Perform opening and closing procedures as required
- Customer service
- Other duties as assigned

Submit Application to Ashley Huffines at Freeport Public Library

ahuffines@freeportpubliclibrary.org

Date Posted: 02/12/2021

Removal Date: 02/26/2021

Schedule: Must be available to work 1-2 nights, and 1-2 Saturdays a month

Total hours: 14-16 hours per week

*External candidates are also being considered for this position.