



100 LIBRARY LANE  
GRAYSLAKE, IL 60030  
847.223.5313  
grayslake.info

**Public Services Library Assistant  
Open Position**

Position Title: Public Services Library Assistant  
Department: Public Services  
Classification: Library Assistant  
Supervisor: Public Services Supervisor  
Grade: 3  
Salary: Starting at \$14.00 per hour  
FLSA Status: Non-Exempt  
Hours per week: This position is part-time with an average work week of 11 hours. The hours include Tuesdays, 1:30-5pm, and Thursdays, 5:00pm-9:15pm, as well as a weekend rotation.

The weekend rotation comprises one Saturday every four weeks, 9am-5:15pm; and one Sunday every four weeks, 12:15pm-5:15pm between Labor Day weekend and Memorial Day weekend.

The Public Services Department is looking for a Library Assistant to join our team. Are you a positive and cheerful person who thrives on multitasking and helping people? Public Service Assistants work in a fast-paced, public-facing team environment, assisting customers with their library accounts and materials, helping register them for cards and programs, and teaching them to use library equipment. Outstanding patron experience is highly valued at the Grayslake Area Public Library.

The successful candidate must have a high school diploma or equivalent; some college preferred; the ability to type at least 30 wpm; and aptitude with current technology. Public service experience is highly desirable. Flexibility to work additional hours is advantageous.

The position is eligible for pro-rated vacation, sick, and personal time. The library supports continued learning and professional growth.

If this sounds like a good fit for you, please submit a resume and cover letter to [ssheedlo@grayslake.info](mailto:ssheedlo@grayslake.info) or mail to: 100 Library Lane, Grayslake, IL 60030. Position open until filled. No phone queries please.