



Park Ridge Public Library

**Patron Services Department- Patron Services Associate  
Part-time, non-exempt, 8.5 hours/week**

We are the Park Ridge Public Library. We are a trusted and valued community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.

Our Patron Services team is seeking an individual who has excellent customer service and communication skills, commitment to teamwork and enjoys solving issues.

Essential functions of the position are to greet patrons and provide friendly and professional customer service, implementation and knowledge of circulation policies and procedures, assist patrons with account questions both in-person and over the phone, use our integrated library system to process checkouts, returns, new patron accounts, material renewals and process hold requests and other duties as assigned.

Qualified candidates will have a high school diploma or equivalent, flexibility in scheduling and 1 year of customer service experience preferred.

**Salary & Benefits:**

- Begins at \$15.50 per hour

**Schedule:**

Wednesdays: 5-9 p.m.

One Saturday per month: 9 a.m.- 5 p.m.

Every other Sunday: 12-5 p.m.

***Candidates must be available for this schedule year-round; the position is not seasonal.***

**Applicants must submit the following:**

- Completed [PRPL Application for Employment](#) (required for consideration)
- Resume

**Apply to:**

Samantha Menard, Patron Services Assistant Manager  
Park Ridge Public Library  
20 S. Prospect Ave  
Park Ridge IL 60068  
[smenard@parkridgelibrary.org](mailto:smenard@parkridgelibrary.org)