

PART-TIME TEMPORARY **POSITION AVAILABLE**

(DURATION OF POSITION 4-6 MONTHS)

TECHNOLOGY CLERK: Part-time position (20 - 24 hours per week) in the Technology Department. Responsibilities include managing the public Technology Area Desk, setting up the Technology Training Center for classes, providing basic computer assistance for patrons, and assisting with other projects as needed. Requires the following skills: basic computer knowledge; the ability to learn to use PC Reservations and the VendPrint systems; the ability to work in a fast-paced environment; the ability to empathize and relate to patrons' needs; the ability to interact successfully with the Department Head and other staff; and the ability to recognize the need to refer problems to appropriate staff members. Great customer service is essential!

Must be a Calumet City resident with a high school diploma, related work experience, and the availability to work evenings and weekends. Starting wage is \$9.05 per hour.

Contact:

Zachary Warren, Head of Technology
Calumet City Public Library
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Calumet City, IL 60409
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Copies of the position description and applications are available at the Circulation Desk.