



**Position Available**  
**Collection Support Specialist**  
Part-time, 11-17 hours per week

Four-week rotation includes:

	Week A	Week B	Week C	Week D
Monday	12:15-4:15p	12:15-4:15p	12:15-4:15p	12:15-4:15p
Tuesday				
Wednesday	5:15-9:15p	5:15-9:15p	5:15-9:15p	5:15-9:15p
Thursday				
Friday		4:15-7:15p		4:15-7:15p
Saturday	2:15-5:15		2:15-5:15	
Sunday				12:00-5:15

*Additional shifts may be assigned based on library needs.*

Warrenville Public Library District is looking for a friendly individual who possesses a strong attention to detail and enjoys organizing materials. This position is responsible for ensuring that the library's collections are orderly and accessible by shelving material in its proper location and sequence. The Collection Support Specialist is also responsible for processing items transited between libraries and checking in returned library materials.

**Requirements:**

- High school diploma or equivalent

**Other Qualifications for Hire:**

- Detail oriented, organized
- Ability to sort and shelve materials in alphabetical and numerical order
- Computer and keyboarding skills
- Library experience and knowledge of Dewey Decimal System (preferred)

Hiring Range: \$12.00-\$13.25 per hour dependent on qualifications. Benefits include 3 weeks paid time off and 9 paid holidays

Applications accepted until position is filled.

**Submit cover letter and resume:**

Jackie Davis, Assistant to the Director  
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Warrenville Public Library District  
28W751 Stafford Place, Warrenville, IL 60555

Job description available at [www.warrenville.com/get-involved](http://www.warrenville.com/get-involved)