



The Village of Forsyth (pop. 3,734) is seeking qualified candidates for the position of part-time Library Assistant I. The Library Assistant I is responsible for assisting patrons, shelving materials, and clerical tasks, with a concentration in shelving and shelf reading duties. This is an entry level, permanent part-time position, averaging 15 hours per week, and the hourly rate of pay is commensurate based on experience. This position will receive pro-rated vacation and personal time upon start, but is not eligible for sick time, holiday pay, insurance, or retirement benefits.

The schedule for this position is as follows:

Monday: 3:00-7:00
Tuesday: 3:00-7:00
Thursday: 3:00-7:00
Saturday: 8:30-3:00 (this position will work 2 Saturdays per month)

The ideal candidate will have skills in the following areas:

- Interpersonal relations
- Service to patrons
- Oral communication
- Ability to use computers and learn a computerized circulation system
- Ability to work independently
- Attention to detail

On a day-to-day basis, the successful candidate can expect to:

- Assist patrons at the circulation desk and within the library
- Shelf library materials
- Shelf reading
- Assist in the on-going maintenance of library materials
- Complete projects and tasks, as assigned

Apply by submitting a resume and three professional references online through Indeed.com, by email: forsythpubliclibrary1@gmail.com, or directly to Steven Ward, Forsyth Public Library, 268 S. Elwood, Forsyth, IL 62535.

We will be accepting applications for this opening until the end of day, Thursday, January 12, 2023.