



**Job Title: *Interlibrary Loan Assistant***

The Conway Public Library seeks an energetic, outgoing, friendly, and tech savvy team member to provide a high level of service in the area of children's services.

**Job Description:** Locate, request, and process interlibrary loans for library users and filling requests from other libraries. Supervise and direct volunteers as needed. Perform routine circulation desk activities. Performs other duties as necessary.

**Training, Skills, and Experience:** Experience performing ILL tasks and working in a public library setting preferred. Knowledge of the KOHA integrated library system preferred. High School Diploma.

**Salary:** \$17.00 per hour. Position is eligible for a 3% raise after six months.

**Hours:** 18 per week

**Schedule:** 3 days per week. Some evenings and weekends.

**Accountability:** Reports to the Assistant Director.

**Benefits:** Two weeks' equivalent vacation and sick time. Library is closed for all Federal holidays. One personal day.

**Deadline:** Open until filled.

**Job Offer:** Offer of employment is contingent upon approval by the Library Board of Trustees. At its expense, the library will conduct a criminal background check of the person offered the position.

**To Apply:** Email a chronological resume, cover letter, and a list of three references to [dsmolen@conwaypubliclibrary.org](mailto:dsmolen@conwaypubliclibrary.org). The subject line should read "Interlibrary Loan Assistant Position."