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Oak park library jobs

The City of Oak Park Human Resources Department only accepts electronic submissions. Completed City of Oak Park Employment Application resumes and other relevant data must be sent in PDF format to mburke@oakparkmi.gov. Full-Time Employment Opportunities For a list of full-time employment opportunities with the city of Oak Park, you can visit full-time employment opportunities. Part-time Employment Opportunities For a list of part-time employment opportunities with the city of Oak Park, edging opportunities. Seasonal employment opportunities For more information about employment opportunities in oak park's Public Safety Department, visit the employment page under Public Safety Department's section of the website. The city of Oak Park does not discriminate in its employment or other programs or activities on the basis of race, religion, color, creed, national origin, ancestry, ethnicity, gender, economic status, age, marital status, sexual orientation or disability. We offer reasonable accommodation for qualified persons with a disability if desired. Notification of the need for accommodation must be made at the time of application. Part-time Oak Park, IL Graduates must be able to work in the city or state specified part-time position. 15 hours per week. \$22.84 an hour. Will be responsible for monitoring & maintenance of library systems, servers, & applications, securing exceptional access, speed and security and deployment of new software & hardware. Part-time Job Oak Park, IL Graduates must be able to work in the city or state specified Materials services supervisor needing part-time apartment with alternative schedule. Will manage day-to-day operations and solve problems. Associate's degree or equivalent college courses and supervision experience are preferred. \$20.17 an hour. Part-time Job Oak Park, IL Graduates must be able to work in the city or state specified Library Assistant is needed for a part-time role. He/she will help library patrons issue library cards, check-in/check-out books and help with other tasks as needed. HS diploma and previous related experience req. Salary is \$14.50/hour. Part-time Job Oak Park, IL Graduates must be able to work in the city or state specified part-time job working 20 hours per week. \$21.07 an hour. Job tasks include providing support for issues that occur as a result of website or web equipment, analyzing, reporting, and tracking the use of specific services & apps, and library app functionality. Part-time, Freelance Job Oak Park, IL. Candidates must be able to work in the city or state specified Create as well as share content that clearly communicates details related to resources, programs library services. 4-year degree in relevant field or equiv. experience required. It's a part-time position. 20 hours a week. Paying \$21.07 every hour. Part-time Job Oak Park, IL Graduates must be able to work in the city or state specified Responsible for helping users with public computers in the Technology Center and Computer Classroom, handling basic computer maintenance, supporting the library's online presence, and other assigned tasks. Part-time. \$14.50/Mr. Part-time Job Oak Park, IL Graduates must be able to work in the city or state specified part-time Technology Assistant will support the libraries online presence and technology services efforts to meet the needs of the public and will help with some degree of maintenance and implementation of equipment. Prior customer service exp required. Part-time, Temporary Job Oak Park, M.I. Graduates must be able to work in the city or state specified seeking a children's summer reading assistant for a part-time, short-term, temporary job that requires weekend and evening shifts. Will oversee activities in the children's summer reading program. Associate's Degree, strong interpersonal skills & must. Part-time Oak Park, IL Graduates must be able to work in the city or state specified Produce print & digital content to promote programs & services. You must also proofread and edit existing materials and perform various communication tasks. Relevant degree & 1+ years of marketing or journalism experience is preferred. Part-time. Part-time jpbpark, IL. Candidates must be able to work in the specified city or state You must produce digital & printed material & content for the communication department as a part-time producer. Must have relevant experience or graphic design degree. Adobe's expertise is a must. Knowledge of video editing tools is a plus. Part-time Job Oak Park, IL Graduates must be able to work in the city or state specified part-time library assistant will perform resource-sharing tasks, process materials requests, and provide excellent customer service. Minimum associated degree is required. Interlibrary loan experience is a plus. \$12.17 an hour. 20 hours a week. Chicago, IL (16)East Chicago, IN (7)Downers Grove, IL (4)Matteson, IL (2)Mount Prospect, IL (2)Lemont, IL (2)Palatine, IL (1)Clarendon Hills, IL (1)Calumet Park, IL (1)Woodridge, IL (1)Wheaton, IL (1)River Forest, IL (1) At Oak Park Public Library, we are engaging, we are students and we are 1. We serve a diverse population at our three locations and out in the Oak Park community. Our vision is to give every voice in our society, and our mission is to share the information, services and that meets Oak Park's aspirations. We engage engage Community. We're asking questions. We listen. We work to understand the ambitions of our society. Then we use this knowledge consciously to make sound decisions. We turn outward in our daily work, which means we use the community as a reference point for everything we do. Note: It may take a few moments for available jobs to appear below. Equity, Diversity, Recording. Oak Park Public Library is an employer for equal opportunities. We work to create and support an environment of equality, diversity and inclusion for the benefit of our employees, our collectors, our programs and services and our community. About the Library, Oak Park More job opportunities Home » About » Jobs » Pay Schedule & Grade Assignments ANNUAL*HOURLYMin Mid Max Min Mid Max Grade 1\$27.04\$32.44\$37.85\$613.00\$15.60\$18.20Grade 2\$32.70\$839.25\$945.79\$15.73\$18.87\$22.02Grade 3\$37.287\$44.74\$55.2202\$17.93\$21.51\$25.10Grade 4\$40.807\$51.009\$61.211\$19.62\$24.52\$29.43Grade 5\$46.520\$58.150\$69.780\$22.37\$27.96\$33.55Grade 6\$53.033\$66.291\$79.549\$25.50\$31.87\$38.24Grade 7\$60.457\$75.572\$90.686\$29.07\$36.334\$43.60Grade 8\$75.862\$94.827\$113.793\$36.47\$45.59\$54.51 *Annual salary figures are based on full-time employment (40 hours/week). Grade Tasks 2020 Position TitleGradeLibrary ClerkIFacilities Worker2Library Assistant2Public Safety Specialist\$2Library Specialist\$Office Specialist\$Programming Specialist\$Supervisor3Early Childhood 7Engagement Specialist\$Digital Content Coordinator\$Graphic Designer4Information Technology Specialist\$Writer and Editor\$Archivist\$Digital Learning Coordinator\$Learning and Talent Development Coordinator\$Librarian\$Multicultural Learning Coordinator\$Office Manager\$Supervisor of Public Safety\$Supervising Librarian\$Systems Administrator\$Facilities Manager7Manager of Access Services7Manager from Adult Services7Manager from Children's Services7Manager from Community Engagement Services7Manager from Data Analytics7Manager from InformationTechnology7Manager from Material Services7Manager from Neighborhood Services7Manager from Special Collections7Manager from Teen Services7Director of Collections and Technology\$Director of Communications\$88Director of Human Resources\$Director of Operations\$Director of Public Services and Programs\$Director of Social Services and Safety\$8 Home » About » Policies » Employment Policy Library Board Approved September 15, 2009. Revised 19. All employees of Oak Park Public Library are considered employees of will, and any language that can be interpreted to the contrary is hereby specifically disintegrated. Library administrators or the ceo authorized by the library administrator cannot enter into an employment agreement on behalf of the library. The CEO is responsible for the recruitment of all employees. Applicants are considered on the basis of available in terms of experience, training, knowledge, abilities and skills. Each new employee must submit an employment eligibility confirmation (form I-9) before planning to for work. U.S. citizenship is not a requirement for library employment. No two members of the same immediate family may be recruited from the library, except that the staff employed before the effective date of this policy are exempted from this policy. No member of the Board of Directors or of the immediate family of a member of the library administrator will be employed by the library; however, provided that a member of an existing employee's immediate family is elected or appointed to the Board of Directors, the existing employee may continue to be employed by the library. This section defines a close family member as a spouse, domestic partner, parent, child or sibling, including persons with such status both biologically and by adoption. Employees whose positions require 1,000 hours or more per year must participate in the Illinois Municipal Retirement Fund (IMRF). The Library recognizes and strictly adheres to all guidelines regarding the medical records of employees provided in the Americans with Disabilities Act, the Health Insurance Portability and Accountability Act, the Family and Medical Leave Act and related rules. Employees should be aware that: The library retains the right to ask for a medical certificate confirming that an employee has undergone an illness and is currently able to work in circumstances where an employee has used sick leave benefits, and the library may require employees to be assessed as fit to carry out their duties when circumstances lead to a reasonable belief that the employee is not unemployed or poses an immediate threat to their own or others' safety at work. The library has three general employee ratings: A full-time employee is defined as one whose weekly schedule is budgeted for 40 hours per week. A part-time worker is defined as someone who is budgeted to work less than 30 hours per week. The number of budgeted hours per week may vary. A temporary employee is an employee to work for a specific period of time on specific projects. » Back to policies policies

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