

Fairview Heights Public Library
10017 Bunkum Rd, Fairview Heights, IL 62208

**POSITION OPEN IMMEDIATELY— TEMPORARY, Part-Time
Circulation Clerk**

Hours Monday- 1.00pm-6.00pm Wednesday: 9.30am-2.30pm
 Tuesday: 3.30pm-7.30pm Thursday: 9.30am-2.30pm
 Friday or Saturday (rotating schedule) 9:30-5

This is for 26 base hours. ½ hour unpaid lunch break with a 6-hour shift, 15 minute break with 4 hours. As a temporary position it allows for up to 9 months of employment with the possibility of an extension.

This is a union position (Local 148 Clerical Unit), so you have the option to join the local and pay fair share. Subject to possible mandatory call-outs to cover higher seniority staff sick leave and vacations

Benefits include: shift differential of .30 after 5 PM and all day Saturday, paid sick leave (after required numbers of hours worked is completed approx. 9 months) and paid vacation after 1 year. No health/life insurance included.

Current starting salary is \$18.53/hr. Any per contract increases also apply.

Circulation desk staff are on their feet most of the day. Bending, kneeling and pushing carts are part of the daily job activities. Must be computer literate and able to help patrons with computers and printers as well as perform the bulk of assigned duties on the computer. Please see attached job description.

Employment application and job details can be found at <https://fairviewheightslibrary.org/join-our-team/>

Employment application and resume are due by end of day: Saturday, May 2nd, 2026. Please submit packet to fhpl@fairviewheightslibrary.org or in person before the deadline.