

JOB DESCRIPTION

POSITION: Circulation Services Associate

LOCATION: Mishawaka Library (location subject to change)

CLASSIFICATION: 2-Library Associate

CERTIFICATION: N/A

HOURS OF WORK:

Part-time/30 hours per week with at least one evening per week and rotating Saturdays:

- Mondays: 12:00-6:00 p.m.
- Tuesdays: 9:00 a.m.-3:00 p.m (9:00 a.m.-2:00 p.m.)*
- Wednesdays: 12:00 p.m.-6:00 p.m.*
- Thursdays: 9:00 a.m.-3:00 p.m. (9:00 a.m.-2:00 p.m.)*
- Fridays: 9:00 a.m.-3:00 p.m. or 12:00 p.m.-6:00 p.m.
- Every third Saturday (*with Wednesday off and a shorter day on Tuesday/Thursday)
- Hours subject to change

WAGE: *11.00/hour*

FLSA STATUS: Non-exempt

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Circulation Supervisor

QUALIFICATIONS AND WORK SKILLS:

1. High School graduate or equivalent.
2. Basic math and reading skills.
3. Basic computer skills.
4. Ability to learn the library's automated circulation system.
5. Ability to communicate and work harmoniously with other employees and patrons.
6. Ability to work independently and accurately.
7. Ability to learn new skills and follow directions.

RESPONSIBILITIES AND DUTIES:

The purpose of this position is to assist with staffing the Circulation desk and maintaining efficient public service.

ESSENTIAL JOB DUTIES:

1. Become familiar with general library operating policies.
2. Prepare the circulation desk for daily operation.
3. Check out and check in all types of library materials, as well as assisting patrons with the self-check system.
4. Shelve all types of library materials, as needed.
5. Figure fines and collect monies.
6. Patron registration procedures.
7. Printing of fine and reserve notices.
8. Process reserves, holds, interlibrary loans and damaged materials.
9. Process mail daily according to identified procedures.
10. Answer the telephone and direct calls to appropriate people.
11. Responsible for assigned shelf reading.
12. Handle donated materials.
13. Ability to work independently using good organizational skills.
14. To perform other duties as assigned to insure the smooth and efficient operation of the library.

PHYSICAL REQUIREMENTS:

1. Ability to pull a loaded book cart
2. Ability to lift and carry 30 pounds
3. Ability to frequently stand, bend or stoop to shelve books
4. Ability, stamina, and balance to perform basic movements frequently (such as squatting, bending and stooping, marching, turning in circles, and lifting arms overhead)
5. Ability to sit while keyboarding or typing

Revised July 2018