

**Title:** Circulation Assistant Check-out

**Grade:** 4

**Average Weekly Work Hours:** 21

**FLSA Classification:** Non-Exempt

**Overview:**

Are you a positive individual with an aptitude for providing exceptional customer service? Are you organized and have the ability to multi-task? Do you thrive in a team environment and like helping people? If so, this opportunity may be for you!

The Indian Trails Public Library District (ITPLD) is seeking a Circulation Assistant (check-out) to join our team! This position is a part-time opportunity with an average work week of 21 hours. These hours are a mix of days, nights, weekends and holidays.

Our team is committed to our vision of inspiring individuals, engaging communities and enriching lives every day.

**Some of the job duties include:**

- Register new library members, maintain accurate records in library database and maintain library members' confidentiality.
- Perform claims returned procedures; process overdue and reserve items, complete program registration, and assist members with self-check unit.
- Contact members and follow up on lost or missing items or service requests.
- File requested items on hold shelves; identify damaged and/or incomplete items and route items to appropriate area.
- Assist members and staff in the materials check-out process, including account information retrieval, fine payments, and other concerns.
- Greet everyone who enters the library in a professional, friendly manner. Promote materials, programs, events, and services provided by the library.

**This opportunity requires:**

- High school diploma or equivalent certifications and/or experience required.
- Qualified candidates must have superb customer service skills,
- Ability to multi-task, have attention to details, and excellent organizational skills.
- The ability to use computers and relevant software including but not limited to Google products.

- The ability to communicate effectively, use good judgment in the decision making process, and work both independently and as part of a team.
- The flexibility to be able to work days, evenings, weekends, and holidays.

Hourly rate of \$13.20. This position is eligible for pro-rated sick and vacation time as well as participation in IMRF.

To apply, send resume via e-mail to HR at [hr@itpld.org](mailto:hr@itpld.org) Please include the job title in the subject line. No phone calls please.