

**Title:** Circulation Assistant Check-In

**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-in) to join our team! The Assistant works to ensure the accurate shelf status of all library materials and the timely and efficient return of materials to the shelves.

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 the library's vision of inspiring individuals, engaging communities and enriching lives every day.

**Key Duties and Responsibilities:**

- Check in library materials, perform content and condition checks, pull reserves, run reports, contact members, and follow-up on items.
- Trouble-shoot sorter system as needed, and empty bins and sort materials
- Assist with public and staff material concerns.
- Maintain library members' confidentiality.
- File requested items on hold shelves, and identify damaged or incomplete items and process items accordingly.
- Cross train to assist in the materials check-out process, including account information retrieval, fine payments, and other duties.
- Register and renew library cards and maintain accurate member records in the library's database.
- Assist with supervision and training of pages.
- Greet anyone who enters the library in a professional and friendly manner.
- Promote materials, programs, events, and services provided by the library.
- Perform other duties as assigned.

**This Opportunity Requires:**

- High school diploma or equivalent certifications and/or experience.

- Ability to input and retrieve data from a variety of business machines, to read computer screens, manipulate a mouse, and type accurately and reconcile account differences. Ability to communicate on telephones. Ability to read typed labels and sort color coded labels.
- Ability to safely lift, sort, and shelve materials of various shapes and sizes, up to 35 pounds. Able to push and pull carts and bins of various weights and sizes. Able to stand and move about the library especially the sorting area and lobby for long periods of time.
- Ability to communicate effectively in English both orally and in writing.
- Ability to work with the public and staff in a positive manner with interruptions and limited supervision.
- Ability to maintain a positive attitude and demeanor under stressful situations.
- Must have reliable transportation and be able to work days, evenings, weekends, and holidays.

Hourly rate of \$13.20. 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.