JOB POSTING
Circulation Associate – PART TIME

POSITION: Circulation Associate – Part time

SALARY: $13.61 – 19 Hours a week

The Wheaton Public Library is seeking applicants for the position of a part time Circulation Associate to work in the Circulation Services Department.

GENERAL PURPOSE: Greets and assists patrons in the use of the library and refers them to appropriate staff as needed. Follow library policies regarding circulation operations. Charge and discharge library materials in accordance with established policies and procedures.

SKILLS AND ABILITIES REQUIRED
- Be knowledgeable about library policies and procedures concerning the circulation of library materials and registration of borrowers.
- Check in library materials using RFID, sorting and arranging book trucks, and shelving as necessary.
- Collect fines and fees.
- Answer the telephone and transfer calls to appropriate department in the approved manner.
- Assist in the staffing of the Information Desk.
- Assist in the supervision of public areas and the security of the building.
- Assist in the supervision of Material Handlers in the absence of the Head of Circulation and Supervisors.
- Assist in Paging materials patrons have requested from home.
- Study the approved emergency procedures as outlined in the official manual and follow them if the need arises.
- Assist in the maintenance of the photocopy machines, computer terminals, cash registers, self-checkout, receipt printers and labelers.
- Assist in other assigned tasks related to the operation of the Circulation Department.

EDUCATION REQUIREMENTS:
- High School Equivalency required.

PHYSICAL/MENTAL REQUIREMENTS:
- Extensive standing; some sitting, stooping, bending, lifting books up to 25 pounds, and pushing carts up to 100 lbs.
- Requires repetitive hand and shoulder movement.
- Good vision and hearing.
- Requires mental alertness and attention to detail.
- Must be able to clearly communicate both orally and in writing.
- Good hand dexterity for computer.

SCHEDULING:
- Part Time – 19 Hours. Work weekends/evenings/special events as needed.

TO APPLY: Qualified individuals should submit an application found on the library website or in house. Applicants should email completed applications to: Joyce Kent, Business/HR Manager Joyce@wheatonlibrary.org

The Wheaton Public Library is an equal opportunity employer