The Sturgis District Library is seeking a Circulation Assistant for a permanent part-time position. Must have customer service skills, computer knowledge, and attention to detail. A primary focus will be to plan and implement a monthly activity or programs for teens. Beginning pay rate is $15.00/hr. 18 hours per week. Afternoons-Evenings 3 days per week. Wednesday and Friday 11:30am-5:30pm, Thursday 1pm to 7pm. One Saturday per month 9am - 2pm. Please email cover letter and resume to : Jobs@sturgis-library.org by November 14th, Saturday 5:30pm.

Library Circulation Assistant Job Description - Rev. Jan. 2019

Essential Functions:

- Using Computer Circulation System to check in Library Materials and checkout materials to patrons.
- Organizing and shelving materials
- Enter and update confidential patron records and maintain their confidentiality
- Assist patrons (over the phone and in person) in locating information.
  Including: Search SDL databases by author, title, subject.
  Locate items on shelf.
  Place items on hold.
  Search ILL database for material and place orders.
- Retrieving books from book drop, checking materials in and out, handling fines and lost materials, reshelve materials, assist patrons with copy machine, and send faxes.

Reports to Library Director with Circulation Supervisor monitoring circulation tasks.

Other Assigned Duties may include:

- Assists with library promotion and services as assigned.
- Keeps Director informed as to project progression, needs and outcomes
- Selection and ordering of material in a designated subject.
- Other duties as assigned that work towards the mission and goals of the library
- Process ILL materials for delivery, circulation and recordkeeping.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Working conditions and physical demands:

Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, carry and stoop; Ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 25#, or greater with assistance; and perform other efforts as identified with normal library work; must have the ability to communicate with patrons effectively; having the ability to talk with clarity, and be able to listen to patrons accurately;

Must have specific vision abilities (adjusted) that include close and distance vision with good depth perception; reasonable accommodations may be available; Typing ability and computer skills are essential.

Employment Qualifications:

Abilities: Must maintain an attitude of lifelong learning.
Consistently display positive interpersonal skills/interactions.

Education: High School graduate is preferred. Must have sufficient reading and comprehension skills to perform the functions of the circulation desk.

Experience: Computer and Customer Service experience strongly preferred.