

**St. Joseph County Public Library
Job Requirements / Abilities**

- Position Number:** 64-215-5
Position Title: Circulation Associate (part time)
Level/Unit: 5/2: **FLSA Status:** Non Exempt
Beginning Pay: \$9.92 - \$11.66, hourly
Pay Range: \$9.92 - \$13.40, hourly
Agency: Centre Township Branch
Location: 1150 E. Kern Rd., South Bend, IN 46614
- Education and Experience:**
- High school diploma or equivalent required.
 - Cash register experience.
 - Previous work experience in a public library preferred.
- Preferred** Experience working with computers, (Windows, Internet applications).
- Hours:**
- Required to work a 20-hour work week.
 - Required to work up to two evenings per week. Supervisor arranges work schedule.
 - Required to work the required number of Sundays per calendar year.
- Requirements:**
- Transfer to other service areas or Branches.
 - Adapt to change if duties shift in the work environment.
 - Strong commitment to excellent and genuine customer service.
 - Excellent communication skills.
 - Follow instruction, be accurate and pay attention to details.
 - An aptitude and interest in using computers.
 - Physical agility and strength to bend, reach, lift, and move library materials (20-25 lbs.) and to stand for long periods of time.
 - Requires patron and staff confidentiality.
 - **Drug testing and criminal history record check are required as a condition of employment. Any offer of employment is subject to the applicant passing a drug-screening test and criminal history record check.**
- Ability to:**
- Work harmoniously with Library patrons and co-workers.
 - Problem solve in a professional manner with Library patrons and co-workers.
 - Work independently as well as be a team player.
 - Be flexible while maintaining open-mindedness.
 - Maintain composure and overcome stress in any situation.
 - Learn library's automated system, as well as, self-service technology.
 - Sense of Humor, Enthusiasm, and a positive attitude.
 - Accept and manage change.
 - Possess initiative, creativity, flexibility, and organizational skills.
 - Communicate and interpret the services, philosophy, and policies to patrons in a courteous, friendly, and positive manner.
- To Apply:** Fill out an employment application at the Main Library, 304 S. Main, downtown, South Bend at the Administrative Offices (Human Resources), third floor, between 10:00 a.m. and 4:00 p.m. weekdays.

The St. Joseph County Public Library is an Equal Opportunity and E-Verify Employer

(Open until February 10, 2012)

(See Reverse Side)

**St. Joseph County Public Library
Job Description**

Position Number: 64-215-5
Position Title: Circulation Associate (part time)
Level/Unit: 5/2: **FLSA Status:** Non Exempt
MAI: 2110
Agency: Centre Township Branch
Location: 1150 E. Kern Rd., South Bend, IN 46614

Performs a variety of patron contact duties including assisting patrons with self-directed activities, handling circulation duties, and assisting with displays. Under the direct supervision of the Branch Manager or designated supervisor, this person in this position will perform the following:

- Essential Job Duties:**
1. Assist patrons in person or on the phone with self-directed transactions as needed, including self-checks, and print management; handle circulation duties including check-in, check-out, placing holds, paging, collecting fines, searching patron database, and issuing library cards.
 2. Provide accurate information and directional assistance to patron inquiries including locating items on the shelf, on-line catalog inquiries, and offer reader assistance to patrons as needed. Connect patrons with reference needs with the appropriate staff member for assistance.
 3. Process the daily delivery, paging lists, and maintain patron holds.
 4. Perform cash register operations.
 5. Perform daily branch procedures including opening, closing, and balancing cash drawer.
 6. Assist with displays, including grooming of shelves and maintenance of branch appearance.
 7. Assist Branch Manager in training staff in circulation functions.
 8. Perform other related duties as assigned.

Other responsibilities may be delegated by the Branch Manager, which may result in a periodic updating of the job description.