



Commerce Township Community Library

180 E. Commerce Rd.
Commerce Township, Michigan 48382
Phone: 248-669-8108 / Fax: 248-325-5047
Internet: www.commercelibrary.info

NOTICE OF EMPLOYMENT OPPORTUNITY

CIRCULATION SERVICES ASSISTANT (PART-TIME, 24 hrs/wk)

The Commerce Township Community Library has an opening for a part-time Circulation Services Assistant. Rate of pay is \$12.35/hour.

Circulation Services Assistants work under the supervision of the Circulation Services Manager. Job duties include staffing the circulation desk, processing interlibrary loans, and processing and cataloging new library materials. Hours will include some evenings and weekends.

Employment applications and a full job description may be obtained from the Circulation Desk at the Library or from our website at commercelibrary.info/employment.

Deadline to apply is August 3, 2018. Applications may be emailed to bwines@commercelibrary.info. No phone calls, please.

Charter Township of Commerce Township Community Library

Job Title: Circulation Services Assistant
Department: Library
Reports To: Circulation and Technical Services Manager
FLSA Status: Hourly

Summary

Assists library users at the circulation desk. Handles behind the scenes work related to circulation and technical services.

Essential Duties and Responsibilities:

- Cheerfully greet patrons entering the building.
- Provide checkout and related services at the Circulation Desk.
- Answer and direct incoming library calls.
- Answer questions and provide information about library use. Refers questions to other staff where appropriate.
- Provide information to users about locations, programs, and computer use. Assist users with donations, printing and computer problems.
- Issue library cards under the guidelines of the library and The Library Network (TLN). Also renew expired cards, handle lost cards, and update patron information.
- Check in books. Remove books from return boxes. Direct returned items to the appropriate locations for re-shelving.
- Pull holds for interlibrary loans. Process holds coming and going from TLN delivery.
- Sort mail. Check in and process newspapers and magazines.
- Create artwork for missing CD and DVD covers.
- Contact patrons regarding missing or damaged materials.
- Run reports of current holds, lost items, expired holds, and pending in-transit items.
- Modify cataloging records in the library's database when needed.
- Create newsletters, flyers and other graphic materials.
- Operate DVD/CD cleaning machine.
- Unpack new shipments of library materials and verify invoices.
- Physically process and catalog new library materials.
- Regularly check the circulation department email account and respond to messages.
- Other duties may be assigned.

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Supervisory Responsibilities: None.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Candidates for this job should have solid communication skills and feel comfortable working within a team-oriented framework to help achieve superior customer service for our library's patrons.

Education and/or Experience

No experience working in a library is required. A college degree and/or experience in retail sales or other customer service positions is preferred but not required.

Language Skills

Ability to read, analyze, and interpret general business periodicals, and governmental regulations. Ability to write reports, and business correspondence. Ability to communicate effectively and present information to residents.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee must be able to lift at least 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.