



Cromaine District Library
Circulation Assistant
\$13 hourly / 20 hours per week
Reports to: Circulation Manager

Responsibilities

- Performs all functions of the circulation department, including checking materials in and out, registering patrons, answering phones, handling money
- Maintain a clean, neat and organized workspace at the circulation desk and in public areas of the Library
- Communicate Library policies and procedures to patrons
- Perform related work as assigned

Qualifications

- High school diploma or equivalent required
- Public library experience preferred
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills
- Demonstrated ability and/or experience working with Windows-based computers
- Excellent communication skills
- Ability to lift and push up to 40 pounds
- Some flexibility in scheduling required, including regular evening and weekend (Saturday and Sunday) shifts

Benefits

- Paid holidays, paid time off, and bereavement leave
- Sundays are paid at time-and-a-half

Send your application (available at www.cromaine.org/job-board), resume and cover letter to brentola@cromaine.org. Preference given to applications received by September 20, 2021