



## Circulation Assistant Check-In

Average Weekly Hours: 21 | FLSA Classification: Non-Exempt

Are you a positive individual with an aptitude for providing exceptional customer service? Are you organized, detailed and have the ability to multitask? Do you thrive in a team environment and like helping people? If so, this opportunity may be for you!

The Indian Trails Public Library District (ITPLD) is seeking a Circulation Assistant (check-in) to join our team! The Assistant works to ensure the accurate shelf status of all library materials and the timely and efficient return of materials to the shelves.

This position is a part-time opportunity with an average work week of 21 hours. These hours are a mix of days, nights, weekends and holidays.

### Some of the job duties include:

- Check in library materials, perform content and condition checks, pull reserves, run reports, contact members, and follow-up on items.
- Trouble-shoot sorter system as needed, and empty bins and sort materials.
- Assisting with staffing the drive-up window while providing outstanding customer service to our members
- Assist with public and staff material concerns.
- Maintain library members' confidentiality.
- File requested items on hold shelves, and identify damaged or incomplete items and process items accordingly.
- Cross train to assist in the materials check-out process, including account information retrieval, payments, and other duties.
- Sort and shelve materials as assigned and complete clean up duties on each shift as needed.
- Supports the Circulation Manager by assisting with shelving training for new hires and changes in the daily assignment schedule as needed.
- Greet anyone who enters the library in a professional and friendly manner.
- Promote materials, programs, events, and services provided by the library.
- Perform other duties as assigned.

### This opportunity requires:

- High school diploma or equivalent certifications and/or experience.
- Qualified candidates must have superb customer service skills.
- Ability to multitask, have attention to details, and excellent organizational skills.
- Ability to use computers and relevant software including but not limited to Google products. Ability to read typed labels and sort color coded labels.
- Ability to safely lift, sort, and shelve materials of various shapes and sizes, up to 35 pounds. Able to push and pull carts and bins of various weights and sizes. Able to stand and move about the library, especially the sorting area and lobby for long periods of time.
- Ability to communicate effectively, use good judgment in the decision making process, and work both independently and as part of a team.
- Ability to maintain a positive attitude and demeanor under stressful situations.
- Must have reliable transportation and be able to work days, evenings, weekends, and holidays.

## Culture Code.

The ITPLD Way

### How we work

We are collaborative, enthusiastic and curious.

We assume positive intent and find ways to say "yes" to the seemingly impossible.

We tackle our fast-paced environment with focus, humor and positive solutions.

### Who We Are

We're a diverse bunch who recognize our differences as strengths.

We're an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

### Staff Perks

We converse well with each other.

We value good humor and fun.

Our workplace is an open, friendly space where we feel valued and appreciated.

We're human - we laugh, throw parties, sing (loudly) with the Tone Defs, sport our sweet branded clothing and love a good potluck.



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*Hourly rate of \$14.37. This position is eligible for pro-rated vacation and sick time and IMRF participation. The library supports continued learning and professional growth.*

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### **To apply:**

Send a cover letter and resume via e-mail to HR at [hr@itpld.org](mailto:hr@itpld.org).

Please include the job title in the subject line. No phone calls please.