

POSITION: Circulation Services Library Associate

LOCATION: Mishawaka Library

CLASSIFICATION: 2-Library Associate

CERTIFICATION: Not Applicable

HOURS OF WORK: 20 hours per week

- Mondays: 10:00 am – 2:00 pm*
- Tuesdays: 4:00 pm – 8:00 pm
- Wednesdays: 10:00 am – 2:00 pm
- Thursdays: 9:00 am – 1:00 pm
- Fridays: 10:00 am – 2:00 pm*
- Saturdays: 8-5 (Normally scheduled every third Saturday)
 - *Monday & Friday taken as compensating days off when working Saturday
- Schedule is subject to change

WAGE: \$10.00/hour, *minimum starting pay*

FLSA STATUS: Non-exempt

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Circulation Services Supervisor

QUALIFICATIONS AND WORK SKILLS:

1. High School graduate or equivalent.
2. Basic math and reading skills.
3. Basic computer skills.
4. Ability to learn the library's automated circulation system.
5. Ability to communicate and work harmoniously with other employees and patrons.
6. Ability to work independently and accurately.
7. Ability to learn new skills and follow directions.

RESPONSIBILITIES AND DUTIES:

The purpose of this position is to assist with staffing the Circulation desk and maintaining efficient public service.

ESSENTIAL JOB DUTIES:

1. Become familiar with general library operating policies.

2. Prepare the circulation desk for daily operation.
3. Check out and check in all types of library materials, as well as assisting patrons with the self-check system.
4. Shelve all types of library materials, as needed.
5. Figure fines and collect monies.
6. Patron registration procedures.
7. Printing of fine and reserve notices.
8. Process reserves, holds, interlibrary loans and damaged materials.
9. Process mail daily according to identified procedures.
10. Answer the telephone and direct calls to appropriate people.
11. Responsible for assigned shelf reading.
12. Handle donated materials.
13. Ability to work independently using good organizational skills.
14. To perform other duties as assigned to insure the smooth and efficient operation of the library.

PHYSICAL REQUIREMENTS:

1. Ability to frequently pull a loaded book cart out of the dumbwaiter, elevator, or across the rooms to shelving areas.
2. Ability to frequently lift and carry 20-30 pounds of books to shelving or work areas.
3. Ability to constantly stand, bend or stoop for extended periods of time.
4. Ability, stamina, and balance to perform basic movements frequently. These movements could include squatting, bending and stooping, marching, turning in circles, and lifting arms overhead.
5. Ability to occasionally sit for short periods of time while keyboarding or typing.

Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day

Revised January 2018