

NOW HIRING

CATALOGING & CIRCULATION TEAM MEMBER

JOB TITLE: CATALOGING AND CIRCULATION TEAM MEMBER IV

The Cataloging and Circulation Team Member is always focused on the customer. This person should be a self-motivated individual who takes every opportunity to utilize (frequent) one-on-one communications with patrons to promote the library. Though many of their interactions are routine and brief, they will find ways to make each patron feel valued.

Reports to: Cataloging and Circulation Team Leader

Classification: Four

BASIC REQUIREMENTS:

Education and Work Experience: High school diploma

First Two-Years Training Requirements:

- Library of Michigan Basic Workshop
- Completion of library approved customer service training

Competencies and aptitudes:

- Ability to carry out projects which require accuracy and attention to detail
- Ability to work effectively with other team members
- Ability to work with office software, including word processing and spreadsheets
- Demonstrate understanding of circulation practices and policies
- Good communication skills
- Good problem-solving skills
- Good work ethic

Essential Job Duties

- Uses the ILS system to carry out circulation services for the public
 - Assists with catalog and collection maintenance projects
 - Assists with projects to encourage circulation of the library's collection
 - Check books out for patrons
 - Check-in books and sort for reshelving
 - Register new patrons
 - Inventory materials
 - Call patrons to let them know the books they had placed on hold are now available
- In addition to essential functions, all employees are expected to carry out other duties as assigned

PAY & HOURS: 20-25 hours per week. Pay: \$12.48 - \$13.30/hr. based upon experience and qualifications.

Niles District Library | 620 E. Main Street | Niles, MI 49120 | 269.683.8545 | nileslibrary.com

Niles District Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Benefits include:
PTO, sick time,
and partial
holiday pay!

Interested in
applying?

Email your resume to
jobs@nileslibrary.net

Resumes should be
sent as a PDF.