The Huntington Woods Public Library seeks a qualified candidate for the position of part-time **Circulation Specialist.**

HWPL is a very walkable, Class III library, open seven days a week during the school year, and serving the residents of Huntington Woods and Pleasant Ridge. Our circulation staff are the first, and sometimes, only staff our patrons interact with on any given visit to the library. It’s essential that our circulation staff are friendly, approachable, competent, and dedicated to patron service. Our goal is that every patron’s library visit is the best part of their day.

**Position title:** Circulation Specialist

**Reports to:** Library Director

**Hours per week:** 15 hours/week minimum, up to 25 hours/week, including a mix of mornings, afternoons, evenings and weekends.

**Starting pay:** $14.50

**Benefits:** Free baked goods from our grateful patrons, seeing a child smile when they get their first library card, the satisfaction of having lifted someone’s day.

**Application Deadline:** Continuously accepting applications until this position is filled. Interviews will be conducted on a rolling basis.

**To Apply:** Send resume and cover letter to library director, Deb Hemmye, at [dhemmye@hwoodslib.org](mailto:dhemmye@hwoodslib.org).

**Essential Duties and Responsibilities**

* Provide exceptional, professional customer service at all times.
* Answer patron queries in person and via telephone including placing and canceling holds, issue library cards, renew library items, verify book titles, find phone numbers and addresses on the internet, and much more.
* Check library materials in and out using the Carl software library interface.
* Assist patrons with self-service technology including printing, scanning, faxing, copying and self-checkout of library materials.
* Resolve patron complaints in a manner satisfactory to all whenever possible.
* Process deliveries of materials from other libraries.
* Shelve returned books and other library materials as needed.

**Knowledge, Skills, and Abilities**

* Computer experience and a willingness to learn new programs (Carl, MeL, Canva, Excel, Word, etc.)
* Strong attention to detail.
* Ability to work effectively under stressful conditions in a professional manner.

**Physical/Environmental Demands**

While performing the duties of this job, the employees is regularly asked to:

* Talk clearly and hear people of all ages, including small children.
* Stand, walk, sit, stoop, kneel, reach, and lift up to 30 lbs.
* Grab, hold, and shelve materials and read the small print on spine labels.
* Smile and speak loudly, but politely, to one patron while another patron’s child is screaming in the background.
* Spend a significant amount of time during each 4-5 hour shift either standing or walking short distances.

The above statements are intended to be a general description of the duties and work environment typical of this position; they are not intended to be an exhaustive list of all responsibilities, duties or the work environment of the position.

**Preferred Qualifications**

* Prior public library experience
* Prior experience working with the public
* Excellent computer skills
* Excellent communication skills
* Experience with Carl library software a plus
* Ability to work independently