



Canton Public Library Job Posting

CIRCULATION ASSISTANT

CPL is a dynamic library with a diverse patron base and a friendly staff. We are seeking a Circulation Assistant who enjoys being busy and likes working with a variety of audiences. Circulation Assistants primarily work at our Main Check Out Desk, issuing library cards and handling patron questions about their card account and library services.

SCHEDULED HOURS AND COMPENSATION

- Twenty (20) hours per week
 - Tuesday 3:00-9:00 PM
 - Wednesday 4:00-9:00 PM
 - Thursday 4:00-9:00 PM
 - Alternating Friday/Saturday 2:00-6:00 PM and one Sunday per month
- \$17.74-\$20.82 per hour
- Paid vacation accrual with one weeks' vacation available upon hire
- Annual sick leave allowance
- Paid holidays: nine official holidays plus three discretionary holidays and your birthday
- Employee Assistance Program (EAP), Stellar Staff Award program, Longevity Awards and an active Social Committee

APPLICATION INFORMATION:

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) received or postmarked by **6:00 PM on Sunday, December 8, 2024** will be considered. Incomplete application packets will not be reviewed.

Submit complete application packets to:

Marian Nicholson – Business Services
Canton Public Library
1200 S. Canton Center Road
Canton, MI 48188
jobs@cantonpl.org

POSITION SUMMARY

Under the direct supervision of the Circulation Services Supervisor, the Circulation Assistant provides direct and indirect services to library patrons. The nature of the work requires evening and weekend hours. This is a regular part-time position and is non-exempt from overtime under FLSA guidelines.

PRIMARY DUTIES AND RESPONSIBILITIES

- Responds to patron questions regarding their library account.
- Refers patron queries and issues beyond their scope of authority to the Circulation Services Supervisor, Department Head or Director.

- Responsible for issuing and renewing library cards according to established policies; accurately and efficiently checks out materials to qualified cardholders.
- Alerts patrons of fees and other charges to their account; processes payments for such according to established procedures.
- Accurately and efficiently checks in returned materials.
 - Reviews returned materials for completeness and condition.
 - Follows up with patrons who have returned incomplete or damaged items.
 - Resolves exceptions according to established practices and procedures.
- Responsible for generating and transmitting library overdue notices and bills, and updating patron records with hold or fee information.
- Responsible for maintenance of the Hold Shelf, including use of the library's automation system to run required hold reports.
- Assists patrons in the use of self-check stations and equipment, including the purchase, reloading and use of prepaid copy cards.
- Responds to gate alarm when it sounds.
- Enforces library policies using a polite and professional approach.
- Writes detailed, clear and concise incident reports, obtaining case numbers in the event of police involvement.
- Supports Community Relations or Building Monitor with patron interactions regarding meeting room reservations.
- Assist with programs and outreach, including set-up, clean-up, manning stations and general assistance as assigned.
- Maintains neat and orderly library appearance throughout each shift.

OTHER DUTIES AND RESPONSIBILITIES

- Assists in other Circulation Services workgroups as directed.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contributes content as appropriate.
- Accepts special assignments or duties in support of the library's goals and objectives. Serves on workgroups/committees and participates in initiatives as assigned.

REQUIRED QUALIFICATIONS AND SKILLS

- Basic knowledge typically associated with the completion of a high school diploma.
- High-level verbal and written communication skills; ability to deliver tactful and decisive explanations to an audience not always receptive to the information being communicated.
- Consistent display of public service attitude that reflects the library's values.
- Ability to work effectively with a diverse public; including children and teenagers.
- Ability to effectively exercise initiative and independent judgment, and assume responsibility without close supervision.
- Ability to maintain discretion in handling confidential library matters.
- Familiarity with Microsoft Office applications and common office equipment, cash register and credit card equipment.
- Efficient and accurate keyboarding and data entry.
- Punctuality and dependability.

PREFERRED QUALIFICATIONS

- Prior experience in a public library or comparable customer service experience.
- Familiarity with Innovative Interfaces Inc.'s Sierra automation system.
- Knowledge of library operations and services, including an understanding of and adherence to the privacy rights of patrons.

ESSENTIAL FUNCTIONS

- Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 40 lbs., and push carts weighing up to 200 lbs.
- Manual dexterity and visual acuity sufficient to grab, hold, and shelf materials and read small print on labels.
- Ability to efficiently review, comprehend and produce a wide variety of materials in both electronic and hard copy form.
- Ability to communicate clearly and effectively, in writing and verbally.
- Ability to work effectively under stressful conditions in a fast-paced environment.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.