



POSITION TITLE: Circulation Assistant

Join the 2021 IMLS-award winning Highwood Library & Community Center, a small but mighty library serving a diverse community. The Highwood Library & Community Center is an innovative anchor that enriches, empowers, educates, and embraces the community it serves. Our vision is to uplift, inform and grow the community through the library's collections, programming and engagement strategies. The Highwood Library & Community Center is seeking a part-time candidate for an open position as a Circulation Assistant. This exciting opportunity will work at the circulation/reference desk, helping patrons navigate the collection and available technology, shelving materials, and making our patrons feel welcome at the library. This position will offer a high level of customer service to patrons in circulation and assistance with library resources.

Part time, non-exempt

Hours: 18 hours/week, including some evenings and Saturdays

Benefits include three (3) paid personal days.

Responsibilities include:

- Provides prompt, courteous, and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services.
- Perform various circulation functions including reference, readers' advisory, technology, referral services to patrons, check-ins, check-outs, renewals, holds, accessing on-line resources, etc. Assists patrons with library computers, copier and scanner.
- Contributes to the general order and care of facilities and Library materials.
- Registers, renews and updates patron accounts.
- Processing of materials.
- Performs other duties as assigned.

Personal qualities and qualifications include:

- Bilingual (Spanish) strongly preferred.
- Minimum Qualifications: High School Diploma/GED required.
- Flexibility in dealing with patrons and staff
- Familiarity with a variety of types of materials
- Availability on Saturdays and evenings (a must).
- Ability to work closely with other staff in a positive team environment.
- Ability to welcome all library users with a friendly and courteous approach.
- Dependability, punctuality, honesty, and trustworthiness.
- A willingness to help out in special situations and cooperate as a team member to achieve efficient library operations.
- Ability to work well with adults, teens and children and collaborate with staff members.

Experience:

- Experience working with the public desirable, preferably in a library environment.
- Typical office skills such as conducting Internet searches, working with computer systems, answering phones.

PHYSICAL DEMANDS

Constant standing and walking. Lifting up to 30 pounds, bending, reaching, stooping, climbing, pushing and pulling in excess of 75 lbs., reaching, handling, and fine manipulation skills. Ability to communicate by telephone. Ability to handle and shelve books. Ability to use a keyboard. Vision: near and far. Speaking and hearing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The library work environment is usually busy and demanding. Children's programs are often noisy and crowded.

This position reports to the Adult Services Manager.

To apply, please send resume and cover letter to Laura Ramirez at Lramirez@highwoodlibrary.org.