



Circulation Associate-Part-Time

The St. Charles Public Library District is seeking to fill the role of Circulation Associate with an upbeat, energetic and detail-oriented team player.

This is a Part-Time, Non-Exempt Position, - Schedule: 17.25 hours a week on average, in person, with evening and weekend availability.

The Circulation Associate supports the department through serving welcoming our patrons at the Welcome Desk and Drive up Window.

DUTIES:

- Provides public service to include checking library materials in and out, maintaining patron accounts, collecting fines and fees, and registering and issuing patron cards.
- Directs patrons to the general location of library materials, library equipment, and other departments; assists patrons with use of computers and printing services.
- Performs telephone receptionist duties, ascertaining the nature of the call, and personally assists the caller or directs the caller to the appropriate individual or department; answers patron's inquiries and refers to appropriate area/staff member.
- Registers patrons for programs and events and reserves study rooms.
- Sorts returned library materials and either personally shelves materials or places them in the designated area for shelving; processes reserved library materials.

QUALIFICATIONS:

- Familiarity with standard office practices, systems, and procedures, including filing and the operation of general office equipment
- Skill in sorting and filing alphabetically and numerically; reading letters and numbers rapidly
- The ability to communicate effectively in English, both verbally and in writing

PHYSICAL REQUIREMENTS:

Mobility to work in an office setting, use standard office equipment and stamina to sit, stand and walk for extended periods; strength to lift and carry up to 20 pounds and push carts that weigh up to 100 pounds; agility to bend, reach and climb; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

EDUCATION AND EXPERIENCE:

High school graduate or equivalent; and one (1) year of customer service, or library operations experience preferred

SALARY: \$16.87/hr.

BENEFITS:

- Four (4) weeks of paid time off annually and fifteen (15) hours of Individual Holidays per year.
- Optional 457b deferred compensation enrollment.
- Professional development opportunities.

TO APPLY: Submit a cover letter and resume to: hr-applicants@scpld.org,
[Attention: Jasmina Lapo, Circulation Services Manager](#)

Applications are available on our website: <https://www.scpld.org/> We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The St. Charles Public Library is an Equal Opportunity Employer