

# BATAVIA PUBLIC LIBRARY JOB POSTING

## Circulation Clerk – Part Time

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Do you have a keen eye for detail and enjoy organizing? The Batavia Public Library District is seeking friendly, service minded individuals to join our team.

### **JOB DESCRIPTION:**

Circulation Clerks perform various circulation functions in a friendly and professional manner to a diverse patron base.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

*This is not an all-inclusive list. Other duties may be required and assigned.*

- Checking library materials in & out.
- Interacting with patrons concerning circulation of materials, issuance of library cards, collecting fines/fees, etc.
- Opening or closing the department during an assigned shift.
- Using various technologies to complete work (cash register, computer, printer, etc.)
- Answering incoming telephone calls providing routine information, transferring calls, and taking messages.
- Sorting returned books in alphabetical and numerical order on carts.
- Helping maintain the physical collection (shelving, shelf-reading, etc.)
- Assisting fellow staff members as needed

### **SCHEDULE:**

Schedule will be determined at time of hire. Average of 10-15 hours per week which includes day, night and weekend hours. Shifts are typically between 4 – 4¼ hours long. Scheduling flexibility is desired.

### **QUALIFICATIONS FOR POSITION:**

- **REQUIRED:** Attention to detail is a must. Position requires knowledge, skill, and mental development equivalent to the completion of a high school education. Computer experience. Applicants must successfully complete a shelving exercise to move to the next step in the hiring process. Ability to stand, bend, reach, squat, and push/pull heavy carts loaded with books.
- **PREFERRED:** Experience with Sirsi Dynix Workflows is a plus. One year of general work experience including contact with the public, preferably in a public library setting. College degree or some college coursework. 6 months or more of Circulation Clerk Experience
- **DESIRED:** A flexible, fun-loving, well-organized, tactful, resourceful, and good-humored person.

### **SALARY:**

Starting salary is from \$17.01/hour.

### **HOW TO APPLY:**

Send your completed application/resume

- via email to [jobs@bataviapubliclibrary.org](mailto:jobs@bataviapubliclibrary.org)
- mail to **10 S. Batavia Ave, Batavia, IL 60510 Attention: Human Resources**
- or drop-off in person

Applications received by February 3, 2023 will receive first consideration, but applications will continue to be accepted until the position is filled.