



Job Opportunity: Circulation Services Page

Part Time Hours: 8-12 hours per week with day, evening and weekend hours

Starting Salary: \$13.00 per hour

Department: Circulation Services

Beginning: Immediately

Position Description: This position provides services to the Circulation Services Department through shelving, filing, and projects to support collection organization: Checking in materials using the Library's integrated library system (Polaris); Shelve Library materials and keep them in appropriate order; Shelf read and straighten assigned area regularly; Maintain physical appearance of the public area; Assist with hold management and associated functions.

Qualifications: Must be at least 16 years old. Successful completion of pre-employment test on arranging items in numerical and alphabetical order. Effective communication skills, both oral and written. Ability to speak, read, and write English effectively. Ability to work and communicate effectively with the public and staff. Physical capability sufficient to lift, transport, and shelve materials, including art prints and full carts of books. Must be able to lift 30 pounds. Must be able to bend, push, stoop, climb and lift to perform job duties. Valid and reliable transportation required.

To be considered for this position, please email resume and job application form to:

Paul Hurt, Director of Circulation Services
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