

Associate I

Summary

The primary responsibilities of the Circulation Associate I include assisting patrons of all ages with locating and requesting materials, providing basic troubleshooting for library technology (printers, copiers, fax machines, etc.), greeting and directing patrons, providing basic Help Desk services, and preparing library materials for circulation. This position is required to work a flexible schedule with evenings and weekends.

Hours per week: 20-30-Part time

Employment Status: Non-exempt

Reports to: Circulation Manager

Starting pay: \$15.00/hour

Benefits include paid sick time, vacation time, floating holidays, paid holidays, and IMRF pension plan

Duties & Responsibilities:

Circulation/Patron Services

- Performs general circulation duties
- Performs Reader's Advisory service for library patrons
- Assists library patrons in locating information and books; conducts research on reference questions, using readily available resources
- Assists patrons with questions regarding word processing programs, Internet searches, and all other databases provided by the library
- Consults bibliographic sources (OCLC, Illinet, and SHARE) to confirm the existence of materials requested through interlibrary loan, orders such books from appropriate sources, and notifies patrons upon their arrival
- Empties book drops and shelves materials when needed

Collection Maintenance

- Straightens and reads shelves to ensure that they are in proper order
- Assists in technical services with processing and book repair
- Shelf library materials and files newspapers and magazines in proper sequence

As Needed

- Assists with new programs and displays
- Create a Help Ticket with Lazerware when computers or website have issues
- Dust books and shift and balance shelves and files when necessary

Other Duties

- Checks and responds to GLE Library email account daily
- Attends at minimum 4 hours of continuing education courses each fiscal year
- Attends staff meetings
- Performs related work as required

Necessary Knowledge, Skills & Abilities:

- Good knowledge in at least one major subject matter field
- Proficient at explaining and teaching word processing software
- Comfortable with internet searching and library databases
- Ability to learn and use computer system and programs
- Ability to establish and maintain effective working relationships

Qualifications for Employment:

Graduation from high school required. Supplemental college level course work to the level of a bachelor's degree preferred.

--Adopted by the Library Board – 10.24.1995; Revised 4/20/2020