

## Associate III

### Summary

The Circulation Associate III is a split position between Circulation and Administration. While the average split between these responsibilities will be 10 hours working on administrative duties and 20 hours scheduled working in Circulation, this is subject to change depending on staffing levels or special projects. This position is responsible for supporting the Library Director with data collection/management and assisting with building and administrative projects as they arise. Their circulation duties will include helping patrons use the library materials & facilities and the preparation of materials for circulation. This position is required to work a flexible schedule with evenings and weekends.

Hours per week: 30-Part time

Employment Status: Non-exempt

Reports to: Library Director

Starting pay: \$17.00/hour

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

### Duties & Responsibilities:

#### Administrative Duties

- Collect and collate data
- Enter bills into accounting software
- Assist with organizing library maintenance projects
- Follow-up with vendors and contractors as needed
- Assist with preparation of reports
- Attend and take minutes at Library Board meetings

#### Collection Maintenance:

- Assist Adult Services Director with processing of monthly reports as assigned
- Assist with copy cataloging and attaching/deleting items
- Assist in technical services with processing and book repair

#### Circulation/Patron Services:

- Perform general circulation duties
- Perform Reader's Advisory services for library patrons
- Assist library patrons in locating information and books, conduct research on reference questions using readily available resources
- Assist patrons with questions regarding word processing programs, Internet searches, and all other databases provided by the library
- Consult bibliographic sources (OCLC and SHARE) to confirm the existence of materials requested through interlibrary loan, order such books from appropriate sources, and notify patrons upon their arrival.

#### As needed:

- Provide computer and internet assistance as requested
- Create a Help Ticket with Lazerware when computers or website have issues
- Check and respond to GLE Library email account daily
- Straighten and read shelves to ensure that they are in proper order
- Shelf library materials and files newspapers and magazines in proper sequence

- Dust books and shift and balance shelves and files when necessary
- Empty book drops and shelves when needed

Other Duties:

- Attend at minimum 8 hours of continuing education courses each fiscal year
- Attend all staff meetings
- Perform 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 barcode items within the SHARE system
- Ability to establish and maintain effective working relationships

Qualifications for Employment:

Graduation from high school supplemented by college level course work, preferably to the level of a bachelor's degree. At least one year of experience working in a library, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.