

Circulation Librarian Qualifications and Requirements

Sanilac District Library is looking for an enthusiastic, energetic Circulation Librarian who desires to make a career in library service. The successful candidate must have a strong commitment to providing quality public service and to work in a team environment.

HOURS AND LOCATION:

30+ hours per week. This positions requires some evening and Saturday hours. Work may be assigned at Sanilac District Library or the CPS Elementary or High School library branches.

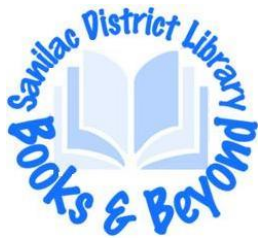
WAGES & BENEFITS:

- \$10.00 per hour with increase possible upon completion of a three-month orientation period. The wage may be adjusted to be commensurate with work experience and/or education.
- Benefits include:
 - Paid break time while remaining “on call” in the library.
 - Holiday pay for those days designated as “Library Holidays” if regularly scheduled to work that day.
 - Social Security and Medicare.
 - After one year, employees who work 30 or more hours per week are entitled to:
 - One week prorated sick/personal/business time.
 - One week prorated vacation time.
 - Holiday bonus.
 - After five years, employees who work 30 or more hours per week are entitled to:
 - Longevity pay.

QUALIFICATIONS:

The Circulation Librarian position requires commitment to public service, attention to detail and a willingness to learn. The following competencies are required to enable training and to satisfactorily perform the functions of the job. It is essential for the employee to gain a thorough knowledge of the library’s integrated library system and other resources. The employee is expected to maintain skills in order to continually upgrade to meet changing job conditions and technology advancements.

- High school diploma or GED. *Higher level of education preferred.*
- Computer proficiency with keyboarding, Microsoft Office (Excel, Publisher and Word), email and the internet.
- Previous work experience in a library, office, retail or related setting to provide demonstrated customer service skills.
- Knowledge of library methods and techniques preferred.
- Basic clerical and mathematical skills.
- Ability to read, understand and follow written and oral instructions.
- Organizational skills and ability to multi-task with high degree of accuracy.
- Ability to file alphabetically and numerically.



Circulation Librarian Qualifications and Requirements

REQUIRED PHYSICAL ABILITIES:

This position requires the ability to perform the essential functions contained in the job description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations *may* be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Visual acuity necessary to view a computer screen, review documents, read spine labels to retrieve library materials from shelves or storage areas.
- Hearing ability to discern voice and audible tones with some background noise in order to answer the telephone and customer inquiries.
- Physical ability to push/pull fully loaded book carts weighing up to 100 pounds.
- Ability to empty the drop box.
- Lift and carry stacks of books, materials and delivery bags weighing up to 40 pounds.
- Lift and/or move items which vary in weight, size, and shape and which could be located from floor to overhead level and may involve climbing and balancing; bending, stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity, visual acuity and keyboarding/PC skills to effectively access information on the computer.
- Ability to stand or sit for prolonged periods.
- Ability to shovel snow and clean the library, if needed.
- Working conditions may include exposure to books and other materials that may contain molds, mildews and dust.
- Ability to travel to various training workshops.

PERSONAL QUALITIES:

- Honest, hardworking and dependable with a strong sense of responsibility.
- Ability to think problems through to resolution using common sense and logic.
- Strong public service attitude with an understanding of the importance of good customer service. Staff members serve as the link between library resources and the patron. It is important that employees be approachable, friendly but professional and to communicate effectively with people to maintain favorable public relations.
- Possess the interpersonal and communication skills to interact with staff and patrons in an effective and courteous manner.
- Has as a positive attitude that is open to direction.
- Ability to work cooperatively with the director, staff and public.
- Ability to multi-task, manage time and organize work to increase productivity under minimal supervision.
- Ability to handle confidential and sensitive information in an appropriate and secure manner.
- Detail oriented.
- Excellent memory and knowledge retrieval skills.