

**The Ferndale Area District Library seeks a qualified candidate for a Part-Time Circulation Specialist position**

Position Title: Circulation Specialist

Reports to: Head of Circulation

Hours per week: 30 with a mix of mornings and evenings, weekdays and weekends

Starting pay: \$14.00 per hour

Benefits include: Holidays, paid time off, medical, dental, prescription, and vision insurance

**Application Deadline: Preference will be given to applications received by July 9, 2021. Interviews will begin immediately.**

The Ferndale Library seeks a part-time employee to join our library team! Fast-paced customer-service-oriented environment brings you in contact with a diverse blend of people. Be the first to see all of the new releases in books, movies, and music!

**Please send your resume, cover letter, and application to [kelly@ferndalepubliclibrary.org](mailto:kelly@ferndalepubliclibrary.org) with the subject: **Circulation Position -Your Last Name****

**Application can be found at:**

<https://www.ferndalepubliclibrary.org/about-us/application-for-employment/>

**Preference will be given to applicants with experience working in Library Network libraries.**

**Job Responsibilities include:**

- Checking in/out of library materials
- Answering patron queries in person and via telephone, including creating and modifying library patron records, addressing patron record issues, and renewing items
- Ability to exercise judgment in the performance of tasks
- Assisting patrons in operating machines such as photocopiers, fax, scanners, and computers
- Aiding patrons in the retrieval of holds
- Issuing library cards; Responsible for accuracy in library patron records; maintaining strict confidentiality of operations and records as dictated by the Library Privacy Act
- Provides friendly and helpful public service to Library patrons of all ages
- Off desk duties may include cash handling and processing of library materials selected by other staff members
- Other duties of comparable level of difficulty and responsibility as required

**Desired Qualities include:**

- Thorough knowledge of principles, methods, practices, and procedures of professional library work, with a special emphasis on knowledge of circulation services
- Enthusiasm and commitment to public service excellence
- Strong attention to detail
- Ability to remain calm in high traffic, fast-paced environment
- Ability to maintain effective interpersonal relationships with library patrons and deal tactfully with the public; ability to speak and write effectively; cooperate effectively with co-workers
- Be self-motivated and able to exercise initiative and independent judgment; possess appropriate computer skills

**Preferred Skills include:**

- Experience with TLC CARLx and CarlConnect
- Experience working in a Library Network library
- Experience with Google App Suite (Drive, Gmail, Docs, Calendar)
- Progressively responsible experience working with library circulation systems and cash registers

**Education and Experience Requirements:**

- High School diploma plus six months of related experience and training which provides the required knowledge, skills & abilities; some college preferred.

**Physical demands and working conditions:**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Library environment; extensive public contact.

**Mobility:** Sufficient mobility to work in a library setting; operate office equipment.

**Vision:** Vision sufficient to read small print, computer screens, and other printed documents.