



JOB POSTING

The Northville District Library is seeking an enthusiastic and detail-orientated individual for a full-time position in the Circulation Department

Position: Circulation Services Associate
40 hours per week, including some weekends and evenings
This is a Union Position

Salary Range: \$38,171.21-\$48,264.69 based upon prior work experience

Benefits: Health insurance (medical, dental and vision), disability insurance and MERS retirement. Paid time off includes sick, vacation, holiday, and personal business time.

Essential Duties Include:

- Performs all functions of the circulation department including interlibrary loan. Works closely with the Circulation Department Head to develop or modify department procedures and guidelines. Understands the needs of the department and is able to make decisions in the absence of the department head.
- Trains, schedules and supervises shelving pages. Understands public service priorities and organizes the daily work of the pages to assure shelving is caught up and accurate. Works with other staff members to determine special projects for pages.
- Places top priority on friendly circulation service to the public, working the circulation desk as necessary. Finds positive solutions to problems affecting the circulation department and patrons.
- Uses the statistics module in the ILS to prepare all manner of circulation reports, both item and patron. Performs internal database maintenance projects.
- Performs related duties as assigned

Required Qualifications:

- Associate Degree required. Bachelor's Degree preferred
- Supervisory experience preferred
- Excellent interpersonal and communication skills
- Knowledge of integrated library operating systems
- Strong public service orientation
- Ability to adapt to change in the work environment
- Strong computer skills including knowledge of MS Office and major web browsers
- Ability to multi-task and work under pressure
- Ability to upgrade skills including technology and/or process changes
- Experience in working independently and as part of a team
- Critical thinking skills
- Ability to prioritize duties and tasks
- Ability to use time and resources effectively
- Strong attention to detail

Deadline for application: Friday, October 16, 2020

Please submit a resume, cover letter and application to:

Carla Eggert, Business Operations Specialist
Northville District Library
212 West Cady Street
Northville, Michigan 48167-1560

Email: ceggert@northvillelibrary.org

Applications can be accessed at:

https://northvillelibrary.org/wpcontent/uploads/2020/02/ndl_job_app.pdf