



## Open Position Announcement:

### Join our team

We are currently seeking to fill the part-time position of:

### Circulation Assistant

The Mattoon Public Library is looking for a customer-focused individual to work about 20 hours per week. The position requires high energy, a pleasant personality and desire to make the library experience welcoming and pleasant for our patrons.

This position typically works three 6-hour shifts per week during our normal business hours Monday through Saturday.

### Primary Duties

- Work at the circulation desk providing information to patrons.
- Check library materials in and out using a computerized system.
- Register library users and issue patron cards.
- Provide reference and reader's advisory services to patrons of all ages.
- Prepare library for opening and closing.
- Shelve books and periodicals.
- Search for and retrieve reserved materials.
- Answer phone, explain use of library facilities to new patrons, including basic operation of some automated equipment.
- Help patrons with digital devices including computers, tablets, etc.
- Other duties as assigned.

**Physical Demands:** This position include physical labor associated with the shelving of books; including lifting 25 pounds, bending, reaching upper shelves, pushing carts of books, and other repetitive tasks.

**Experience and Education:** An associates or bachelor's degree preferred but will consider high school equivalent with customer service background. Strong computer and communication skills are required.

**Applications available on our website** [www.mattoonlibrary.org](http://www.mattoonlibrary.org)

Complete the online application and return with a cover letter to [info@mattoonlibrary.org](mailto:info@mattoonlibrary.org)