



Mattoon Public Library
1600 Charleston Avenue
Mattoon, IL 61938
217-234-2621

Circulation Assistant

The Mattoon Public Library's mission is to provide a welcoming destination that cultivates lifelong learning and serves as a leader in civic collaboration.

JOB SUMMARY:

Circulation Assistants perform a variety of tasks related to customer service, technology, and circulation of library materials. They are primarily responsible for providing information, instruction, and assistance to patrons visiting the Mattoon Public Library. Circulation Assistants report to the Community Engagement Director and other leadership staff.

PREFERRED QUALIFICATIONS:

- High school degree or equivalent
- Strong customer service skills
- Problem solving skills
- Willingness to learn
- Detail-oriented and organized
- Comfortable with computers and other related technology

PHYSICAL REQUIREMENTS:

- Ability to stand, sit, bend, twist, stoop, reach and grasp
- Ability to lift, sort, shelve and push and pull library materials of up to 40 lbs on occasional basis
- Ability to read, see, hear, and speak understandably to communicate

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

JOB RESPONSIBILITIES:

- Greet and assist the public
- Demonstrate a positive attitude
- Staff circulation desks and perform tasks related to the circulation of materials. Including but not limited to: checking materials in and out, shelving materials, creating and updating patron records, answering telephone, performing quality checks on items and readers advisory
- Sort and shelve library materials as well as regular shelf reading
- Maintain physical appearance of the library
- Educate patrons regarding self-service library equipment as well as how to effectively use their library account online
- Promotion of library materials and programs
- Assist with set-up or execution of programs as needed
- Knowledge of library policy and ability to enforce it fairly and equally with patrons
- Keep supervisor informed of noteworthy positive and negative occurrences
- Collaborate as a team to perform daily duties and complete tasks efficiently
- Work independently on projects as needed
- Other duties as assigned

HOURS:

- Part-time: 10-20 hours per week
- Evenings and Saturdays as needed

SALARY:

- Hourly rate: \$15.00-\$16.00 per hour