



Position Announcement

Circulation Specialist

(Part-Time, 28 hours per week)

Are you looking to work at a service-focused library dedicated to connecting the community to knowledge, ideas, and information in meaningful and impactful ways?

If so, consider coming to work with us as a Circulation Specialist and join our Material Services Team. This is a part-time position (28 hours/week).

The Circulation Specialist is responsible for all clerical functions within Circulation, as well as some specialized duties in either ILL, AV, or patron registration and providing guidance and direction in the absence of the Material Services Director, Circulation Manager, or Team Leader. Specific responsibilities/functions will be assigned by the Material Services Director or the ILL Team Leader on the basis of experience, skills, and specific needs of the department.

The pay range for this position is \$15.95-\$18.00/hour depending on qualifications.

Essential Functions and Responsibilities of this position include:

- Is responsible for one of the following: processing patron registration, interlibrary loans or audiovisual materials.
- Trouble shoots issues around damaged, missing, and billed materials.
- May participate in library-wide workgroups.
- Participates in relevant training, continuing education and/or professional development.
- Assumes responsibility for opening and closing the department.
- Provides guidance and direction in the absence of the Material Services Director, Circulation Manager, or Team Leader.
- Provides notary services.
- Provides passport services as a passport agent.
- Performs other duties as assigned.

Education/Experience/Qualifications

- Associate degree or LTA certificate required.
- Minimum two years library experience.

Knowledge, Skills and Abilities

- Ability to sit, walk, stand, bend, and stoop on an occasional basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and ability to reach overhead.
- Ability to lift up to 25 lbs. on an occasional basis.
- Strong working knowledge of OCLC and the Interlibrary loan process.
- Communicates effectively in person, by telephone and in writing, with staff and the public.
- Works independently and prioritizes tasks to meet deadlines.
- Familiarity with a variety of library machines, such as self-checkouts, copy machines, receipt printers, and cash register, etc.
- Excellent interpersonal skills and ability to maintain and foster cooperative, courteous working relationships with a multicultural/multigenerational staff and patron population.
- Can listen, analyze, problem solve, and exercise good judgment when handling both routine and non-routine issues.
- Can operate a personal computer; has knowledge of ILS software and MS Office (Word, Excel, Outlook).
- Available to work evenings and weekends as needed.

To apply, please submit your resume or application to hr@glenviewpl.org.

Link to application form can be found here:

[Careers | Glenview Public Library \(glenviewpl.org\)](https://glenviewpl.org/careers)

Please reference position code MS CIRC 112023

Decisions and criteria governing the employment relationship with all employees at the Glenview Public Library are made in a non-discriminatory manner, without regard to race, color, religion, actual or perceived sex, gender, national origin, citizenship status, ancestry, sexual orientation or sexual preference, gender identity, age, marital status, pregnancy status, physical or mental disability (unrelated to an individual's ability to perform the essential functions of the job either with or without a reasonable accommodation), association with a person with a disability, unfavorable discharge from military service or military status, genetic information, or any other category protected by state, federal or local law.