

**CITY OF GROVES
JOB OPENING**

Job Title: Library Circulation Position - Part-time
Department: Library
FLSA Status: Non-Exempt (hourly)
Pay Rate: \$12.57/per hour
Benefit Eligibility: No
Schedule: Schedule as necessary, must be able to work mornings or as needed, & Saturdays

NATURE OF WORK:

Under general supervision, responsibilities include working at the circulation desk – checking materials in/out using library circulation software, assisting patrons with reference questions or computer problems, answering the phone, faxing, making copies, and scanning documents. Must be willing to provide some assistance with crafts and children’s programs throughout the year.

ESSENTIAL DUTIES AND LEVEL OF STRENGTH EXERTED ON EACH:

[S = Sedentary (0-10 lbs.); L = Light (10-25 lbs.); M = Medium (25-50 lbs.); H = Heavy (50-100 lbs.); VH = Very Heavy (over 100 lbs.)].

Strength Exerted	Description of Essential Job Duties
L	Perform duties at the circulation desk, including greeting patrons, providing reference assistance, checking materials in/out, organizing returned books on carts, assisting patrons with online catalog (OPAC), Internet, computer, and copier, and monitoring materials for damage.
L	Perform support duties including answering phones, faxing, making copies, sorting materials, preparing overdue notices, filing records and documents, and troubleshooting office equipment. Address envelopes.
L	After being trained, shelving materials on designated library shelves according to the Dewey Decimal system, including shifting materials and proofreading shelves for accuracy.
M	Lift, carry, and load books onto book trucks. Check the outside/inside book drops. Help with children’s programs if needed.

OTHER ESSENTIAL DUTIES:

- Regular and reliable attendance.
- Must work every Saturday
- Must enjoy working with children and be willing to help with crafts and children’s programs if needed.

OTHER DUTIES:

- Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Graduation from high school or completion of GED, or if student: currently attending high school. Experience in general clerical work; OR any equivalent combination of schooling, training, and experience that provides the following skills, knowledge, and abilities:

- Knowledge of office procedures, practices, and equipment, including business practices, general clerical functions, terminology, and mathematics.
- Must be computer proficient, with working knowledge of Microsoft Office software, searching the Internet, and other computer operations required.
- Ability to learn established circulation procedures.
- Ability to enter and verify data in the computer quickly and accurately.
- Ability to communicate, concisely, and courteously with employees, library patrons, and the public. Good telephone etiquette is a must.
- Ability to communicate tactfully and effectively with children and disruptive or upset patrons.
- Ability to efficiently operate and troubleshoot office equipment.
- The city identifies each employee of the City of Groves to be part of the emergency response team before, during, and/or after any emergency or disaster. Essential personnel are required to work before, during, and/or immediately after an emergency or disaster.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Groves is an equal opportunity employer and does not discriminate based on race, color, religion, gender, national origin, age, disability, veteran status, or any other characteristic protected by law.

ACCOMMODATIONS DUE TO DISABILITY

Reasonable accommodation for persons with disabilities will be made upon request to the staff member named below. Please provide at least 48 business hours advance notice for your request to be accommodated.

Applications may be picked up at:

City of Groves
Human Resources Dept.
3947 Lincoln Ave.
Groves, Texas 77619
Telephone (409) 960-5778

Or

Print online (cigrovestx.com) and email to: sgaspard@cigrovestx.com