

Maplewood Public Library is seeking a part-time Circulation Clerk.

Summary:

The Circulation Clerk is responsible for assisting library visitors with circulation related needs; the primary focus of this position is customer service.

Essential Duties and Responsibilities:

- Greet and interact with a diverse community of library visitors.
- Accurately communicate library policies to visitors as needed.
- Perform circulation duties including checking materials in and out, requesting materials for library visitors, creating library cards, assisting with curbside pickup services, and answering basic reference questions in person and via telephone.
- Perform opening and closing duties.
- Accurately shelve library materials and perform ongoing shelf maintenance.
- Retrieve materials from outdoor and indoor book drops.
- Other duties as assigned.

Education and Experience:

High school diploma or equivalent required with previous customer service experience preferred.

Requirements:

- Ability to stand for up to 8 hours
- Ability to reach materials on low and high shelves.
- Ability to lift a minimum of 25 lbs.
- Ability to push a full cart of library materials.
- Ability to multitask.
- Ability to use a PC, word processing software, email, and other basic technology.

Salary and Schedule:

\$12.75/hour

Average 18 hours/week

Monday-Wednesday, 2-8pm; one Saturday per month, 9am-5pm

To apply:

Fill out the attached application and return it to the Library attention: Library Director, or email it to abryant@maplewoodpubliclibrary.org.

Maplewood Public Library is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, national origin, sexual orientation, gender identity, disability, age, or any other non-merit factor. We celebrate diversity and encourage all qualified individuals to apply.

A criminal background check will be required to those candidates receiving an offer of employment.

MAPLEWOOD PUBLIC LIBRARY

APPLICATION FOR EMPLOYMENT

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SECTION 1: PERSONAL INFORMATION

Today's Date: _____ Available Start Date: _____

Seeking: Full Time Part Time

Name: _____

Street Address: _____

City/State/Zip: _____

Email Address: _____ Phone: (____) _____

Are you legally authorized to work in the United States? Yes No

SECTION 2: EDUCATION

Do you have a High School Diploma or equivalent? Yes No

Please list any trade schools, colleges, or universities you have attended:

School Name: _____

Location: _____ Degree Earned: _____

School Name: _____

Location: _____ Degree Earned: _____

School Name: _____

Location: _____ Degree Earned: _____

Please continue to page 2

SECTION 3: PROFESSIONAL EXPERIENCE

Start with your present or most recent position. Exclude organizational names that indicate race, color, religion, sex, or national origin.

Employer: _____

Title: _____ City/State: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Summary of Duties:

Employer: _____

Title: _____ City/State: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Summary of Duties:

Employer: _____

Title: _____ City/State: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Summary of Duties:

SECTION 4: REFERENCES

Please provide information for three references. At least two must be professional.

Name: _____

Company: _____ Relationship: _____

Email Address: _____ Phone: (____)_____

Name: _____

Company: _____ Relationship: _____

Email Address: _____ Phone: (____)_____

Name: _____

Company: _____ Relationship: _____

Email Address: _____ Phone: (____)_____

SECTION 5: CERTIFICATION

I certify that the above information is true and complete to the best of my knowledge. I authorize Maplewood Public Library to investigate any statement contained in the application and to run a background check at offer of employment. I understand that this application is not a contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions, or interview may result in immediate termination. I understand also that I am required to abide by all rules, regulations, and policies of Maplewood Public Library.

Signed: _____ Dated: _____

End

FOR OFFICE USE ONLY

Interview: Yes No Date/Time: _____

2nd Interview: Yes No Date/Time: _____

Approved: Yes No Start Date: _____

Director Signature: _____