



Director: Cornell White
Hammond Public Library • 564 State Street • Hammond, IN • 46320-1532 (219) 931-5100
www.hammondlibrary.org

JOB ANNOUNCEMENT

TITLE	Circulation Assistant
MAJOR TASKS	<p>Check in/out circulating materials, ensuring proper use of security system. Check out meeting and study rooms along with equipment. Maintain the public bulletin board, and handle tasks related to lost library cards. Clean materials, make simple repairs on library materials, and inspect returned AV materials for damage. Notify patrons of materials on hold and assist with directional questions. Register borrowers and assign statistical categories. Receive and record fines and payments, collect money for book sale room purchases, and prepare daily financial reports and receipts. Perform other tasks assigned by Division Head.</p>
REQUIREMENTS	<p>High school diploma or equivalent. Computer literacy and keyboarding skills. Work quickly and stand for long periods. Strong interpersonal skills, interacting pleasantly and clearly in person and on telephone. Carry out tasks accurately and independently.</p>
SALARY	Grade 4 – \$32,430
USUAL HOURS	38 hours a week, potential evening and weekend shifts
DATE AVAILABLE	Immediate
SUPERVISOR	Circulation Services Manager
APPLICATION PROCEDURE	Applicants should submit their cover letter and resumé to chapmanw@hammondlibrary.org .