

**Position Title:**

Circulation Assistant, Edwardsburg Branch

**Reports to:**

Branch Manager

**Category:**

- Part-time minimum 20-hours per week.
- \$13.73 hourly.
- Paid holidays per Library Policy.
- Three (3) personal days annually.

**Job Summary:**

The ideal candidate will have great customer service experience skills, as well as an appreciation for the role that public libraries play in people's lives. This position requires work with a variety of software (Polaris, Google Suite, Excel, etc.), as well as web browsers. Candidates will need a high school diploma, but some college course work is desirable. The candidate will do some shelving and moving of collection materials and must be able to push book carts and lift up to 50 pounds. The Cass District Library (CDL) is looking for team members who enjoy staying active and learning new things. Circulation Assistants support the mission of the Library by assisting patrons with directional questions in-person and via telephone. Work focuses on completing circulating and de-circulating transactions, retrieving requests and placing items in transit. Performing clerical tasks such as filing registration cards, compiling statistics, and counting money is a component of this job.

**Qualifications:**

Minimum of high school diploma or equivalent. Some college or combination of relevant education and work experience is preferred. Previous library or customer service experience preferred. A positive demeanor and commitment to excellent customer service is the expectation. Youth services experience a plus.

**Job Hours**

M 2 to 7 p.m.

W 2 to 7 p.m.

Th 8:30 a.m. to 12:30 p.m.

F 12 to 5 p.m.

Every third Saturday 9-5 (the potential for two Saturdays a month might occur)

**Responsibilities:**

- Answer telephone inquiries and route calls appropriately.
- Handle new patron registration and library card renewals.
- Circulate and de-circulate library materials.
- Handle requests for materials renewals and reserves.
- Assist patrons in using the public access catalog and MelCat.
- Handle public computer sign-in and sign-out.
- Answer computer related questions as knowledge permits.
- Assist patrons in using photocopy and fax machines.
- Perform routine maintenance and troubleshoot library equipment problems.
- Prepare materials for shelving, including cleaning and sorting.
- Retrieve requested materials from shelves.
- Help with opening and closing procedures when appropriate.

**Experience and Attributes:**

- Able to remain polite and professional at all times.
- Proficiency with Google Suite, email, and internet searching.
- Ability to communicate and deal with diverse populations and different groups of people.

**This position classification must be able to work evenings and weekends.** The duties and responsibilities for this position, including essential job functions and responsibilities, supplement the Cass District Library Personnel Policies and work rules applicable to all employees and may change or increase as judged necessary by the Library. The Library reserves the right to assign work outside of an employee's regular job assignment and/or to change an employee's regular job assignment or job description at any time.

Interested applicants may contact:

Christopher Korenowsky, Director  
[ckorenowsky@cassdistrictlibrary.org](mailto:ckorenowsky@cassdistrictlibrary.org)

Employment applications may be obtained at:

[Cass District Library Careers](#)

**Revised:**

3/11/2021  
9/23/2025