

# Circulation Associate

## Public Services

We aspire to be a vibrant and welcoming community space that reflects, serves and includes everyone who calls Saskatoon home. To achieve this goal, we've set forth an ambitious plan for modernization and growth.

We are looking for energetic and passionate team members to help us fuel the change, and write the next great chapter in the story of Saskatoon Public Library.

**Posting ID:** 22-136-T2

**Posting Date:** November 21, 2022

**Position Details**

Part-time, Permanent

**Number of Positions Available** 1

**Hours of Work**

Schedule Assignment P:

Thursday 10:00 a.m. - 6:00 p.m.

Friday 10:00 a.m. - 6:00 p.m.

Saturday 10:00 a.m. - 6:00 p.m.

Total Hours: 21 hours per week

**Remuneration**

Pay Band 1 - \$14.4895 - \$15.3951 per hour

**Position Currently Located At**

Frances Morrison Central Library

**Closing**

All applications must be received online by Monday, November 28, 2022 at 4:30 pm.

**Apply Online**

<https://saskatoonlibrary.ca/about/careers/>



# Circulation Associate

## Public Services

### Reporting Relationship

This position reports to the Senior Library Service Associate.

### Position Overview

Reporting to the Senior Library Service Associate, the Circulation Associate is responsible for the daily provision of routine library tasks of limited complexity. This position is responsible for the discharging, organizing, and shelving of all Saskatoon Public Library (SPL) collection materials. This includes shelf reading and straightening shelves, preparing materials for delivery, unpacking and routing internal delivery of materials, shifting materials on shelves, clean-up, simple mending and cleaning of materials (including toys, small furniture, and electronics), withdrawing weeded items. As a member of the Public Services team at their location, the Circulation Associate is responsible for responding to basic public inquiries ensuring compliance with Saskatoon Public Library's (SPL) established policies and guidelines; and escalating concerns to the appropriate employee as necessary, participating branch or departmental teams and projects, and contributing to a safe workplace.

The Circulation Associate performs all duties while ensuring alignment with the framework of SPL's corporate culture as embodied by the vision, mission, values, goals and objectives outlined in the Strategic Plan.

Careers

## Qualifications

- Completion of Grade 9 education.
- Demonstrated knowledge, skills and abilities in the stated accountabilities and competencies.
- Ability to repeatedly lift and carry up to 13.6 kg.
- Able to handle several hours of standing, lifting, bending, and repeated physical movements.
- Effective written and oral communication skills.
- Is able to work independently.

## Key Accountabilities

### Leadership & Team Building

- Participates in Department or Branch planning and may be required to implement approved changes to programs and services.
- Demonstrated ability to follow established routines and procedures.

### Strategic & Operations Management

- Suggests improvements relating the flow of SPL materials to Senior Library Service Associates.
- Demonstrated ability to organize material in numerical and alphabetical order.
- Can perform tasks accurately and consistently on a sustained basis.

### Service Excellence

- Demonstrates excellence in customer service.
- Courteous and tactful when dealing with co-workers and the public.

### Relationships with Internal & External Partners

- Actively participates in employee meetings and presents information to employees, as required.
- As required, gives directional assistance to patrons and/or referring them to the Library Service Associates.
- Demonstrated ability to work well with others.

### Financial Management

- Suggests improvements relating to the flow of materials to the Senior Library Service Associates.

### Other Accountabilities

- Performs other relevant duties as assigned.

## Demonstrated Competencies

- Demonstrates commitment to continuous learning.
- Demonstrates ability to prioritize work.
- Demonstrates initiative and ability to exercise good judgment.
- Demonstrates intercultural awareness and ability to create an inclusive and diverse workplace.

- Demonstrates ability to identify and solve routine problems and facilitate appropriate resolutions.
- Demonstrates reliability (including attendance and punctuality).

## **About This Role**

### **Impact of Change on Position**

While this description represents the responsibilities and organizational structure at the time of the appointment, public libraries are rapidly changing organizations. They are responsive to patron needs and market realities. Organizational structure and accountabilities are likely to change with time. This description is indicative of the type and the level of responsibilities and the nature of the accountabilities that are required at this time.

### **Responsibility for Skills Maintenance**

SPL has a responsibility to provide training related to specific services or process changes that it brings into the workplace. The Circulation Associate is responsible to ensure professional knowledge and expertise is current and maintained relative to the associated qualification.

### **Location of Work**

The job posting for this position indicates a current location assignment. Management reserves the right to change the work location providing the location of work is within the boundaries Saskatoon and/or on premises operated by the SPL.