## Circulation Support 1 - 12 Hour Per Week

Willoughby Hills, OH

### Description

The Willoughby-Eastlake Public Library System is seeking an energetic and positive staff member in the Circulation Department at the Willoughby Hills Library branch.

**Position Summary**: Responsible for performing circulation duties that include charging, discharging, routing and renewing materials. Responsible for providing a high level of customer service to the public and co-workers.

See full job description in the employment section at <https://we247.org/full-job-descriptions/>

**Job Type:** Part-Time - 12 hours/week. Varied morning, midday, evening shifts and rotating Friday/Saturday shifts.

**Salary:** $14.49/hour (union position)

### Requirements

* High school diploma.
* Prior public service and computer experience preferred.
* Experience with SIRSI or other automated circulation systems preferred.
* Ability to move items and materials up to 40 pounds.
* Prolonged periods of standing, walking, bending or stooping may be required.

Please complete the online application. Upload a cover letter, resume and 3 professional references when prompted at <https://we247.org/about/employment-opportunities/>.

No phone calls please. *The Willoughby-Eastlake Public Library is an Equal Opportunity Employer.*

**APPLICATION CLOSING DATE:** 5/7/2025