

T. B. Scott Free Library

Job Posting: Circulation Coordinator

Announcement

T. B. Scott Free Library, in Merrill, Wisconsin, invites candidates to apply for the Circulation Coordinator position.

Position summary

Manages the library's shared automation system/circulation system and operations. Oversees and manages the Circulation Desk. Assists members of the public at service desks. Schedules library staff at service desks. This is a forty-hour, non-exempt position. Work hours are generally between 8:00 a.m. to 5:00 p.m. but will include an evening and weekend hours on a rotational schedule.

Compensation

This is a Grade 7 position, starting at \$21.81/hour. Benefits include paid vacation/sick leave/holiday/library floating holiday/personal holiday pay.

Qualifications

Required: Associates degree; some experience working in libraries. Preferred: Bachelor's degree.

Location

A two-time recipient of the Library of the Year Award from the Wisconsin Library Association, T. B. Scott Free Library is an architecturally stunning building on the Prairie River in Merrill, Wisconsin. Merrill is traditionally home to the Menominee, Ojibwe, and Ho-Chunk and is the gateway to the Wisconsin Northwoods. The library provides service to the residents of the City of Merrill and the surrounding communities of Lincoln County, with a total service population of 21,000.

Equal opportunity and accommodations

Equal access to programs, services and employment opportunities is available to all persons without regard to age, race, creed, color, disability, marital status, sex (including pregnancy), national origin, ancestry, sexual orientation, military

service, genetic information, or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify Library Director Laurie A. Ollhoff at director@tbscottlibrary.org or 715-536-7191. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

To apply

We welcome people with eclectic education and work experiences as well as people with more traditional histories. Please read the job description on the library website: <https://www.tbscottlibrary.org/jobs/>. If you meet the minimum qualifications, send a resume and a thoughtful cover letter to Laurie A. Ollhoff at director@tbscottlibrary.org. Applications submitted through social media will not be considered. Position will remain open until filled, with review of submissions to begin July 26, 2024.