

**Job Title:** Circulation Assistant

**Supervisor:** Director or Assistant Director

**FLSA:** Part-time/non-exempt

### **Summary**

The Circulation Assistant greets and directs library patrons, and charges and discharges library material in accordance with established library policies and procedures. The library assistant may work at other branch locations, as needed.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Assists patrons at the service desk and over telephone by performing procedures related to circulation of materials. For example: checking out and renewing materials, checking in materials, placing holds, collecting fees, registering new patrons, explaining policies and procedures, pulling holds and contacting patrons, checking in and preparing courier run and all other duties associated with circulation.
- Answers patron informational and directional questions, including computer issues.
- Deals with problem patrons, particularly those who disrupt normal use or operation of the library, or attempt to unlawfully remove library materials from premises.
- Inspects, cleans as necessary, and sorts material for reshelving; shelves materials; shelf read the library periodically to ensure materials are in their proper place; straighten shelves as needed.
- Performs other clerical duties such as photocopying, faxing, and filing
- Opens and closes the library in accordance with library procedures and policies.
- May assist with library programs or help develop new ideas to implement

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The candidate must have great customer service skills, excellent communication skills, be self-motivated, able to work a flexible schedule including evening and weekend hours, and be dependable and responsible.

### **Education and/or Experience**

High school diploma; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and interpret documents such as policies, procedures, and instructional manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of and be proficient in Microsoft Office, Evergreen Integrated Library System, Email, and Internet Searching abilities.

### **Physical Requirements**

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This work requires the occasional exertion of up to 50 pounds of force; requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

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