

Job Title: Circulation Assistant

Department: Circulation Services

Reports to: Manager, Circulation Department

Salary Grade: 3

JOB DESCRIPTION

Summary/Objective

This position provides assistance to patrons in checking library materials in and out, issuing library cards, answers main Library phone, shelves materials, performs clerical, record keeping and other routine tasks as assigned.

Essential Duties and Responsibilities

1. Staffs circulation desk and performs circulation functions, including checking materials in and out, issuing Library cards, renewing checked out materials, retrieving materials for patrons, and collects fines. Operates cash register and credit card machine for all money transactions.
2. Coordinates the processing, pulling of books, transportation and returning of borrowed MOBIUS materials.
3. Assists in shelving and filing of materials.
4. Answers main Library telephone and assists patrons by taking messages, renewing library materials for patrons, or transferring calls to appropriate department or individual.
5. Maintains general order and appearance of department.
6. Performs other duties as assigned.
 - a. Answers main Library telephone and assists patrons by taking messages, renewing library materials for patrons, or transferring calls to appropriate department or individual.
 - b. Assists with counting the register drawer prior to opening.
 - c. Empties Library drop boxes.
 - d. Attends and participates in department and Library staff meetings, programs, and may serve on committee.
 - e. May create book displays or assist with restocking displays.
 - f. May work an assigned shift at other public service desks.
 - g. Serves on committees as assigned.

Knowledge, Skills and Abilities

1. Ability to:
 - a. Utilize good organization, communication and customer service skills.
 - b. Communicate clearly and effectively.
 - c. Work cooperatively with public and library staff.
 - d. Adapt to changing and evolving Library procedures, priorities and information technologies.
 - e. Work independently and be self-directed.
2. Must have basic knowledge of operation of computers and able to perform basic computer operations.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. Will operate a computer for most of the work shift. This role routinely uses standard office equipment such as computers, printers, phones, cash register, photocopiers, etc. Will work behind a public service desk.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Frequent bending, lifting, reaching and stooping to select and shelve library materials as well as to set up and take down programming materials.
- Sitting, standing, and walking.
- Lifting and carrying, 25 pounds or less.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 9:00 p.m., Friday, 8:00 a.m. – 6:00 p.m., Saturday, 8:00 a.m. – 5:00 p.m., and Sunday, 12:00 p.m. – 5:00 p.m. Work hours will be determined by the Circulation Department Manager and will include some evening and weekend hours.

Education/Experience

1. High school diploma or G.E.D. required.
2. Previous computer experience required.
3. Public service experience helpful.

Additional Eligibility Qualifications

High degree of customer services skills to work with patrons of all ages, including special needs patrons and Library staff.

Other duties

Please note this job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager

Human Resources Officer

Employee signature below constitutes employee's understanding of the requirements, essential duties and responsibilities of the position.

Employee Name

Date

Employee Signature