

Circulation Assistant

Immediate Supervisor: Circulation Supervisor

Overview: Supports the library's mission by meeting the needs of library patrons in a timely and professional manner, by shelving library materials accurately and efficiently, and by assisting library staff with various clerical and housekeeping tasks as assigned.

Status: This position requires working scheduled daytime, evening, and Saturday hours.

Job Duties and Responsibilities:

Primary:

- Sorts, organizes, and shelves library materials including books, magazines/newspapers, and media
- Assists customers with directional and informational questions in a professional manner
- Assists customers with the use of library equipment: such as the copier and public computers
- Reads shelves for neatness and proper order; rearranges or shifts books as needed
- Interprets the library's mission, policies, and procedures in a customer-responsive manner
- Assists in keeping the library neat and orderly

Secondary:

- May assist in the physical processing of library materials, including typing labels
- May assist with library displays and programs, including room set up and take down
- May assist with collection maintenance, including using lists to inventory or pull materials
- Performs related work as required and assigned for the efficient and effective operation of the library

Skills, Knowledge, Abilities:

- Knowledge of and commitment to excellent customer service
- Good interpersonal and communication skills
- Skilled at working cooperatively and collaboratively with customers and staff to achieve results
- General knowledge of library services and collections
- Ability to understand and follow oral and written instructions
- Ability to see, read, and understands titles, call numbers, and dates
- Ability to quickly and accurately sort by alphabetical, numerical, chronological, or Dewey Decimal order
- Able to stand, walk, and use hands to perform tasks the majority of the work day
- Ability to manipulate loaded book carts, reach shelves, and manipulate library materials
- Ability to use the library's automated circulation system, online catalog, and other online databases
- Ability to operate a personal computer, telephone, typewriter, copier, and other office equipment
- Flexible, adaptable, and able to flourish in a changing environment
- Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends

Education:

- *Minimum Education:* Two years of high school education and currently enrolled in high school or equivalent.
- *Preferred Education:* Some college education.

Experience:

- Comfortable working with the public and others in a team environment.
- Comfortable with technology.