

CIRCULATION ASSISTANT (Adult dept.)

Hours per week: 15-20

Reports to Circulation Supervisor and Director.

GENERAL STATEMENT OF DUTIES: Perform circulation department tasks.

EXAMPLES OF WORK: (Illustrative only, not a complete list)

- Courteously assist patrons in their use of the library.
- Empty book return and check-in library materials.
- Shelve materials; straighten and read shelves.
- Identify overdues and send notices to patrons.
- Check applications for new cards. Enter new and replacement cards on computer.
- Receive and record money.
- Operate photocopiers and other office equipment.
- Answer telephones.
- Supervise the atmosphere of the public areas.
- Perform all tasks related to opening and closing the building.
- Sort, route and process mail.
- Record memorial information as needed.
- Cooperate with others / Assist superiors and coworkers
- Other duties as assigned for the efficient operation of the library.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must have ability to type and do simple arithmetic. Must have computer skills. Must be able to: push a loaded book cart weighing up to 250 pounds; carry books weighing up to 30 pounds; reach, bend, stoop, climb or squat and arrange materials on library shelves; use manually operated office tools and supplies (scissors, glue, stapler, etc.); communicate clearly and effectively; file and sort items in accordance with established procedures; perform repetitive tasks with speed and accuracy.

EDUCATION AND EXPERIENCE: High school diploma or GED required, some college preferred.

Approved: _____