

LIBRARY ASSISTANT – CIRCULATION CLERK

Pay Grade: \$15.00 per hour

Hours: Part time
May include evening and weekend hours

Department: Circulation Department

Job Mission: To perform circulation duties and directly interact with patrons

Job Requirements:

1. Be at least eighteen years of age and be a high school graduate required and some college credits/degree is preferred
2. Strong written and oral communication skills with knowledge of various communications styles
3. Ability to physically move stacks of reading and/or audio-visual materials
4. Ability to work with computer software such as Microsoft Office products and other similar programs and to use hardware such as cameras, scanners, copiers, computers, etc.
5. Ability to perform routine and assigned duties while being under either direct or indirect supervision
6. Ability to work weekends and evenings as assigned
7. Possess exceptional organizational skills and be detail oriented
8. Broad knowledge of the library's patron demographics and ability to show respect and sensitivity for cultural differences; convey an interest in diverse backgrounds and perspectives
9. Superior customer service skills

Job Description:

1. Perform basic circulation duties including, but not limited to, checking out and checking in materials using computerized system; collects fines and charges for payment of lost items; enters renewals and reserves for materials; registers borrowers; handles circulation questions from patrons in person, through email or by telephone
2. Responsible for sorting materials to be shelved including book-drop, delivery, returns, etc.
3. Answer and transfer incoming telephone calls
4. Perform limited shelving of materials as needed
5. Handles incomplete or damaged items.
6. Perform basic updating on automated systems as needed
7. Oversees circulation hold shelf.
8. Assist with material processing for circulation
9. Assist with maintaining materials in proper order on the shelves (read the shelves) and maintain the condition of the shelves (dust/clean, straighten, etc.)

10. Accept and provide appropriate paperwork for patron material Donations
11. Assist with mail as needed
12. Assist with development, promotion, and execution of pertinent library programming and services to meet the informational, educational and recreational needs of patrons
13. Assist in maintaining patron behavior
14. Keep library building neat and in good order, including but not limited to dusting, cleaning computers, wiping down tables, sweeping, and emptying trash cans
15. Assists with departmental opening and closing duties
16. Perform other committee, departmental and Library duties as assigned by the Director

Updated 03/2024

Print Name _____

Signature _____

Date _____