

JOB DESCRIPTION
Part Time

POSITION: Circulation Assistant

GRADE: 23

DEPARTMENT: Library

POSITION REPORTS TO: Circulation Supervisor

SCHEDULE: Friday, Saturday, and Sunday hours
Other hours as needed

JOB FUNCTION: The Circulation Assistant assists the Circulation Supervisor with the circulation and stack maintenance of the Library's collection. In the absence of other supervisory personnel, assumes responsibility for the routine operations of the Circulation Department and the oversight of the Library building.

ESSENTIAL FUNCTIONS:

1. Communicates information to library personnel.
2. Assists patrons in the use of the library and the location of library materials.
3. Operates integrated library system.
4. Monitors and updates due date cards.
5. Informs patrons of overdue materials, fines, or other special messages.
6. Opens and closes library.
7. Calls security or consults with appropriate library personnel about unusual situations in the library.
8. Completes routine Circulation tasks including but not limited to collecting misplaced materials, assisting with statistics, stack maintenance etc.
9. Maintains sections of the library through shelving, dusting, shelf reading, shifting books, etc.
10. Maintains periodicals.
11. Prepares new books and other materials for circulation.
12. Answers phones, responds to patron inquiries, takes messages, and transfers calls.
13. Performs other duties as assigned.

REQUIRED SKILLS, EXPERIENCE AND TRAINING:

Must have excellent communication and customer service skills. Possess the ability to work comfortably with the public. Ability to interpret and explain policy, make

observations and provide feedback. Ability to perform clerical tasks and reconcile a cash drawer. Possess decision making abilities and be adaptable. Library experience preferred, but not required.

WORKING CONDITIONS:

Typical office environment. Front-facing customer service.

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