



**POSITION:** Circulation Assistant (2021)

**WAGE:** \$13.00/hr.

**HOURS:** Part-time, 10-12 hrs per week, includes evenings and weekends

**BENEFITS:** None

**ACCOUNTABLE TO:** Library Director

**SUMMARY OF WORK:**

- Staffs circulation desk
- Proficient in basic aspects of Circulation System
- Assists with Reader's Advisory and light Reference
- Assists with technology as needed
- Processes MeLCat deliveries and requests
- Assists with library projects as needed
- Assists with keeping the library tidy, sanitary and orderly
- Evening and weekends required.
- Open Availability

**ABILITIES:**

- Ability to work with the public with a strong customer service orientation
- Strong communication skills, both verbal and written
- Ability to shelve and shift books
- Ability to be self-motivated and work unsupervised
- Ability to be adaptable and flexible
- Visual acuity and physical skills necessary to retrieve materials from shelves, maintain library materials and operate library equipment and software
- Ability to push/pull loaded book cards and lift/carry materials up to 40 lbs.
- Hearing ability to answer the telephone and patron inquiries

**KNOWLEDGE:**

- Knowledge of library practices, procedures, techniques
- Knowledge of and adherence to standards of accuracy, timeliness, tact and confidentiality.
- Competent in MS Office programs and Google Suite
- Ability to establish and maintain effective working relationships with other staff and supervisor.

#### QUALIFICATIONS:

- High School Diploma
- Level III or IV Librarian's Certification Preferred

#### EVALUATION

- The library director will give an annual summary of work to the Library Board
- All library employees are at will employees

#### OTHER DUTIES

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