



**Circulation Assistant  
Job Description**

**Requirements:** A high school diploma or equivalent is required. Basic office and intermediate computer skills are required to fulfill the job responsibilities. Circulation assistants should be able to pay close attention to detail. An ability to deliver excellent customer service with a friendly, welcoming attitude, and to work well with others, is a necessity. Flexibility, a sense of humor, and thoroughness are essential. Candidates must be able to work two Saturdays a month. Applications must be accompanied by a cover letter.

**Basic Duties:**

- Issue library cards to patrons following all related policies and procedures.
- Assist patrons with the card catalog and locating materials within the library including the local history collection.
- Provide patron education on the use of library accounts, MeLCat, library catalog, and all other electronic resources.
- Check out materials to patrons.
- Answering directional and reference questions on-site and over the phone using both print and online resources.
- Retrieving materials from the drop box.
- Check in returned materials carefully, noting if anything is damaged, missing or on reserve, and follow correct procedures in handling such items.
- Operate computers, telephones, microfilm machine, copiers, and fax machine.
- Be proficient in a variety of software applications.
- Assist patrons in use of public computers and Wi-Fi.
- Accurately record use statistics.
- Receive monies as necessary and record their receipt accurately.
- Accept book donations as governed by library policy.
- Maintain an organized work area.
- Shelve books, shelf read, and maintain an orderly presentation of library materials and displays.
- Assist with the cleaning and general maintenance of the library building.

**Additional Duties:** Circulation assistants may occasionally be responsible for:

- Perform various tasks as directed by administrative staff.
- Prepare or maintain displays and informational bulletin boards.
- Prepare books for discard.
- Maintain the used book sale area.



- Supervise and/or set up for programs.
- Restock supplies.
- Repair damaged items.
- Perform emergency janitorial services.
- Assist with special projects.

**Hours and Location:** This is a part-time position up to 15 hours per week and reports directly to the Director. Work schedule will include evening and weekend hours. A regular schedule will be decided at hire and may be negotiated as needed by the library or the employee. Full details of employment, benefits and policies are included in the personnel policy. All employees will receive a copy of this policy at hire. All employment is at will.

**Physical Requirements:** Ability to stand, sit, bend, twist, stoop, reach and grasp, walk, push, pull or lift materials or equipment weighing 40 pounds or more, see, hear, and speak understandably, and manually manipulate computer keyboard, mouse, and scanner etc.

*The above statements are intended to describe the general nature and level of work and support being performed by employees assigned to this classification. They are not intended to be all-inclusive and other duties and responsibilities may be assigned as needed. 8/2019*