POSITION DESCRIPTION

TITLE: PART-TIME CIRCULATION ASSISTANT
PAY GRADE: 2
HOURLY (X) SALARY ( )
NON-EXEMPT (X) EXEMPT ( )
ADMIN ( ) PROF ( ) EXEC ( )

NATURE OF WORK:

This position is responsible for performing the circulation functions of the library under supervision. The position involves much public contact. Efficiency, accuracy, and reliability are encouraged. Assignments are received orally and in writing and afford an opportunity for independent judgment in planning work.

This employee reports to the Circulation/Technical Services Manager.

Work schedule may include evenings and weekends including Sunday.

DUTIES INCLUDE BUT NOT LIMITED TO:

CIRCULATION DUTIES:

The position incumbent will use the library’s automation system, to check library materials in and out, place holds, register library borrowers, and collect fines and fees from McKinley Memorial Library users.

The position incumbent will assist in the circulation department’s operations including opening and closing the circulation desk, cleaning and inspection of library materials, counting money, checks in newspapers, shifts library materials, sorting library materials for shelving or delivery, shelves library materials, shelf reading and the over dues process.

Answers the telephone and answers the telephone questions when appropriate and directs calls to the other departments when appropriate.

Performs appropriate clerical functions related to the circulation department.

The position incumbent will assist library users with the public computers, the OPACS, the printers and the copy machines when needed.

When working at the circulation desk, the position incumbent will be responsible for providing library users with general information about library services, directing library users to the appropriate departments and providing basic advisory services to library users in the areas of books, audio visual materials, etc.
The position incumbent will be responsible for registering individuals for library programs and governmental programs such as voter registration when needed.

Responsible for assisting with library programs when needed.

Responsible for the operation of the library materials and email based notification system.

Performing inventory functions including shelf reading, scanning, producing needed inventory reports, search the library’s collection and circulation database for missing library materials, withdrawing missing library materials and assisting with the final compilation of data.

Monitors and inventories the circulation related supplies and notifies their supervisor when circulation related supplies need to be ordered.

**OTHER JOB DUTIES:**

The position incumbent will do other job duties as needed.

**KNOWLEDGE SKILLS AND ABILITIES:**

The ability to establish and maintain an effective working relationship with the staff, supervisors and library users of all ages

The ability to present a warm, welcoming image when working with the public since contact with the public is frequent

The ability to work unsupervised and be expected to solve library users and departmental problems independently using established procedures and oral instructions from their supervisors

The ability to follow established library policies and procedures

The ability to learn and follow precisely the operating procedures of an on-line automation system

The knowledge and experience in using computers and various software programs

The ability to answer questions

The ability to follow and learn library and departmental policies

The ability to make change and use a cash register
Some degree of knowledge of computer maintenance to include troubleshooting of minor hardware and software issues

Accurate and neat work habits

The ability to lift up to 50 pounds and climb stairs

Must possess a valid driver’s license and/or have transportation as needed

**QUALIFICATIONS:**

A high school diploma is required. Previous customer service experience is preferred. The ability to count and make change, alphabetize and use computer equipment and software is required.