

southburlington

HUMAN RESOURCES

575 Dorset Street South Burlington VT 05403 802. 846.4118 www.sburl.com

Temporary Part-Time (19 hrs per week) Library Circulation Desk Assistant salary - $14.37 per hour DOQ/E; EOE/AA Deadline: November 7, 2016

The City of South Burlington seeks an energetic, team oriented and experienced individual with the highest ethical standards and integrity to fill the position of Part-Time Library Circulation Desk Assistant reporting to the Library Director.

SUMMARY OF POSITION: The Circulation Desk Assistant will carry out routine Circulation Desk duties, provide a positive and welcoming experience to the Library visitors, and assist patrons in locating library materials.

QUALIFICATIONS: The successful candidate must have a Bachelor degree or comparable education and experience required. Current knowledge of literature is preferred along with proficiency in basic computer skills and use of online systems. Excellent in customer service and communication skills.

Please provide a cover Letter, resume, & three references.

Submit to: Human Resources Dept.

575 Dorset St

South Burlington, VT 05403

E-mail: jladd@sburl.com

CIRCULATION ASSISTANT

|  |  |
| --- | --- |
| Reports To: Library Director | Department: Library |
| FLSA Classification: Non-exempt | Grade: Grade 8Part time, 19 hours, temporary, no benefits.Schedule will include weekend and evening hours. |

JOB SUMMARY: (What is done and why.)

The Circulation Assistant will carry out routine Circulation Desk duties and will provide a positive and welcoming experience to all Library visitors and assist patrons of all ages in locating library materials.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Greets patrons and offers assistance
2. Performs routine circulation functions accurately, to include: checking items in and out, registering new patrons, updating patron information, placing holds
3. Provides patron assistance in locating Library materials, using the online catalog
4. Uses online and paper resources to assist patrons with reader's advisory services
5. Collects fines and fees
6. Answers telephone and directs calls
7. Shelves materials as needed
8. Reads shelves to ensure materials are in proper order
9. May notify users of overdue materials and reserves in person
10. May sort donations
11. May repair materials
12. Processes materials, for example: magazines, weeds, new books
13. Enforces library policies in an appropriate manner
14. Performs other duties as assigned

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Ability to deal tactfully, courteously, and effectively with the public and other employees
2. Strong communication skills
3. Ability learn and apply new computer skills
4. Ability to learn library procedures and apply policies
5. Ability to bend, stoop, lift and carry
6. Ability to work with a high degree of accuracy, efficiency and dependability
7. Bachelor degree with one year of customer service experience or equivalent
8. Preference will be given to candidates who have prior experience in a library or book store

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Revised Jan. 2015

Internal — Work is normally performed in climate controlled office environment, where exposure to extreme conditions of heat/cold, poor ventilation, fumes and gases is limited. Noise level fluctuates and includes the sounds of high school students talking, emergency alarms, children and families, normal office equipment. No known environmental hazards are encountered. Work involves interaction with members of the general public who may be unruly or impolite, addressing behavioral issues of children through high school. Work occasionally involves exposure to safety concerns typically associated with dealing with or addressing members of the general public in a community setting.

External — NA

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing and walking for brief periods of time. There is potential for eye strain from reading detailed materials and computer screen. Exerts some physical effort in performing duties including standing, bending, kneeling, reaching, carrying, pushing and lifting up to 40 lbs. Occasional shoveling of walkway required. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur.

SUPERVISED BY:

Works closely with the Circulation & Technical Services Librarian The Library Director supervises this position

Revised Jan. 2015