

Circulation Assistant **Temporary duties highlighted*

SCOPE

Under the supervision of the Circulation Supervisor the circulation assistant is responsible for tasks and duties related to the circulation of materials. This includes the preparation of those materials and the maintenance of necessary files. Much of this work involves regular contact with library users at the circulation desk. The job may also include special areas of responsibility, as noted under "other related responsibilities."

MAJOR CIRCULATION RESPONSIBILITIES (includes, but not limited to:)

1. Provides general information to/about library services, or directs patrons to reference.
2. Checks out and renews library materials to patrons; assists patrons with self-checkout machine(s).
3. Checks in materials; reviews for condition, performs minor repairs, returns to proper location.
4. Processes courier/consortium materials both going out of the library and coming into the library.
5. Registers patrons for library cards. Renews cards as needed.
6. Collects and records fines and fees. Places pertinent information on patron records.
7. Answers incoming phone calls and forwards calls to the appropriate staff.
8. Searches shelves for holds, as well as lost, missing, and claimed return items.
9. Assists patrons with photocopier(s).
10. Sorts incoming and prepares outgoing mail. Maintains mail area.
11. Maintains library forms, brochures, files, etc.
12. Prepares and sends overdue notices.
13. Places and processes simple patron holds.
14. Brings in the book drop.

OTHER RELATED RESPONSIBILITIES (to be assigned as needed)

1. Readies and maintains circulation area for efficient operation.
2. Maintains periodical holdings, including related record keeping.
3. Works with librarians to add and withdraw library materials.
4. Processes books and other library materials, preparing them for the catalogue.
5. Produces statistical reports.
6. Assists with outdoor canopies, and lawn furniture as needed.
7. Works with specialized software as needed.
8. Prepares relevant tasks for volunteers.
9. Selects, prepares, and oversees Library To-Go deliveries.
10. Prepares the monthly library calendar.
11. Prepares signage.
12. Assists librarians with displays.
13. Orders library materials and supplies from vendors.
14. Repairs books.
15. Assists with interlibrary loan requests.
16. Assists with special projects and other duties as assigned.

MINIMUM QUALIFICATIONS

1. High school diploma or GED equivalent. Some library or college experience is preferred.
2. Must be able to work in a detailed, high-paced work environment. Multitasking ability is a must.
3. This position requires many hours using computer software programs and other technologies. Applicants must be comfortable with ever-changing tech.
4. Ability to take direction. Must be able to work independently as needed.
5. Must work well with others, and have excellent customer service and critical thinking skills.
6. Must respect and maintain patron confidentiality.
7. Must be reliable and able to work a flexible schedule including some nights and Saturdays.
8. Must be able to stand for long periods of time, and be able to lift 50 lbs. Position involves a great deal of pushing and pulling; as well as a lot of up and down motion.
9. Must be able to work both inside and outside of the building as needed.

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