

Circulation Assistant, part time

Job description

Overview

The Circulation Assistant at the Lone Cone Library oversees the management of the collection, circulation desk duties, and cleaning the library's public spaces. This position reports directly to the Circulation Desk Manager.

Schedule and Salary

This position would be approximately 8 to 15 hours per week.

This position's hiring range is between \$15.50 and \$16.50, depending on experience.

Education requirements

A high school diploma/GED is required

Prior clerical experience helpful.

Job Skills Required

- Multi-tasking
- Self- starter
- Ability to self-monitor and set personal goals
- Strong work ethic
- Punctuality
- General knowledge of technology
- Work as part of a team
- Cleaning abilities
- Experience with strong customer service
- Ability to problem solve

Job Duties and Responsibilities (Including, but not limited to):

Circulation Desk Duties (50%)

- Follow opening and closing procedures
- Answer the phone and check messages
- Check email and Slack periodically
- Greet patrons as they enter
- Collect and log monies for faxes, book sales, copies, and lost or damaged items
- Supervise and assist all patrons in the library
- Be familiar with and enforce policies and procedures
- Provide feedback to the Circulation Desk Manager
- Recommend books upon request

- Assist patrons with faxes, copies, the card catalog computer, self-check machine, EBSCO, Overdrive, Libby and computer questions
- General circulation transactions: returns, loans, holds
- Create or modify patron records
- Shelf incoming materials
- Straighten or shift shelves as needed
- Process holds
- Accept or deny donations
- Take patron material suggestions

Cleaning (35%)

- Assist the Circulation Desk Manager with library cleaning duties

Other (15%)

- Assist with special events
- Work with other team members to complete tasks
- Promote library programs
- Perform other tasks and duties as assigned.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to only describe the general nature of the job.

Working Environment:

Work is performed primarily in an indoor public library environment, working with staff and the general public. It is climate-controlled and will include working at a desk in an area where you would interact with other staff and the general public. A significant part of the job includes interaction with people of all ages and backgrounds. The library's purpose is to provide an environment that encourages connection between our community and the services we offer.

Physical Activities:

To successfully perform this job and to deal with the general public and children, the employee must be able to perceive sounds at normal speaking levels with or without correction, close visual acuity with or without correction, and have the ability to give and receive detailed information through oral communication. The employee is often required to sit and use a keyboard and mouse. The employee is also required to stand,

walk, reach with arms and hands, climb or balance, and to stoop or kneel to locate and obtain information, materials, or equipment of a wide variety of sizes and shapes throughout the library, typically not more than 10 pounds. Must be able to grasp and turn objects. Work includes some physically challenging work such as moving furniture or boxes to storage facilities, not to exceed 50 pounds. Moving books, walking and standing for extended periods, and carrying a reasonable selection of materials between usage and storage sites is mandatory. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compliance/Other:

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This job description does not constitute an employment agreement between the Lone Cone Library and the employee and is subject to change as the needs and the requirements of the position change.

As an Equal Opportunity Employer, the Lone Cone Library District does not discriminate on the basis of age, race, sex, color, religion, national origin, gender expression, gender identity, disability, or any other status protected by federal, state and/or local law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. For more information, please contact the Library Director at director@loneconelibrary.org.

After reviewing this job description and the details of the position, if you feel that you can fulfill the requirements of the position, knowing that there is no way to capture all of the duties that fall on the Circulation Assistant (part-time), please sign and date below. By signing this, you are stating that you have reviewed the job description and are

agreeing to the terms of the position as outlined here. [This job description does not constitute an employment agreement between the Lone Cone Library and the employee and is subject to change as the needs and the requirements of the position change.]

Do you agree to the duties as outlined? Yes No

Do you agree to inform us of any accommodations that you would need to successfully perform the listed expectations? Yes No

Is the hiring salary range acceptable to you? Yes No

Employee Printed Name & Date: _____

Employee Signature: _____

Director Signature: _____