

## **LIBRARY CIRCULATION ASSISTANT I POSITION**

### **SUMMARY**

Performs circulation activity, including the issuing, return and record keeping procedures of the library; provides customer service.

### **QUALIFICATIONS**

- High school diploma or GED
- Valid driver's license
- Flexible schedule, including evenings and Saturdays
- Keyboarding and general office experience
- Customer service experience
- Some previous library or work experience desired
- Bachelor's degree desired

### **ESSENTIAL JOB FUNCTIONS**

- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, and collecting fines.
- Does typing and filing.
- Processes, withdraws, repairs, and reconditions library materials.
- Shelves library materials and reads shelves.
- Assists with library programs and displays.
- Assists patrons with ready-reference questions and reader's advisory, bibliographic instruction, and database searching.
- Assists patrons with mechanical operations of library equipment.
- Answers directional questions and refers patrons to appropriate personnel.
- Performs other related work as required.

### **KNOWLEDGE AND SKILLS**

- Ability to deal with associates and the public in a courteous manner.
- Working knowledge of library methods and procedures.
- Computer knowledge and skills.
- Keyboarding and filing ability.
- Working knowledge of English grammar and spelling.
- Willingness to maintain skills in above mentioned areas through active participation in appropriate library skill learning experiences.

### **PHYSICAL DEMANDS**

- Sitting, standing, walking, climbing, and stooping.
- Bending/twisting and reaching.
- Talking and hearing; use of the telephone.

- Far vision at 20 feet or further; near vision of 20 inches or less.
- Lifting and carrying: 50 pounds or less.
- Handling: processing, picking up, and shelving books.
- Fingering: typing, writing, sorting, shelving, and processing.
- Pushing and pulling: objects weighting 60-100 pounds on wheels.

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities to perform the essential functions of the position may be qualifying.*

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.*