



Job Description: **Circulation Assistant**

Location: Community Library

Department/Division: Library

Reports to: Senior Library Assistant

FLSA: Non-exempt

Pay Range: Part-time position; paid hourly wage

Definition: Under general supervision assists patrons in finding materials; re-shelves materials and keeps library orderly.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

Tasks:

- Re-shelves books and other materials in accordance with library system; maintains books and materials in order on shelves.
- Assists patrons; checks materials out; empties book drop; assists patrons with computer and other technology as needed; searches for books using the computer.
- May assist with marketing materials including posters and social media posts
- May take part in committees to help plan library programs and events
- Janitorial duties when cleaning staff is not available

Knowledge, Skills and Other Characteristics:

- Knowledge of proper filing techniques
- Skill in organization and being detail-oriented
- Skill in providing friendly customer service
- Knowledge of basic technology
- Skill in establishing cooperative work relationships with those contacted in the course of work.
- Skill in using library's computer system, databases and the Internet to find material for the public.

Qualifications:

Minimum of 16 years of age and on track to receive a high school diploma or GED. If over 18 years of age, a High School diploma or GED; one year clerical or filing experience required.

Physical Qualifications:

Below are activities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Definitions for the listed activities are defined by the American with Disabilities Act. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Medium work: Exerting up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Some opportunities to sit for short periods of time, but frequently standing and walking for long periods of time.
- Regularly required to stand for long periods of time, walk, push and pull carts, lift, grasp and have repetitive wrist/hand and or finger movement.
- Regularly required to talk, to hear and to communicate clearly in providing customer services and working with the public.
- Regularly required to stoop, kneel, crouch, and/or crawl when shelving items or when helping to set up or interact during youth programming.
- Must have close visual acuity to determine accuracy, neatness and thoroughness of the work assigned and to be able to locate specific items on the shelves.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. Management reserves the right to revise or amend duties at any time. Job description does not constitute a contract.

Driver's license requirement:

- Essential
- Non-essential
- CDL required