

Circulation Assistant - Part Time

Job Title: LA I – Circulation Assistant - Part Time
Immediate Supervisor: Circulation Supervisor

Department: Circulation
Non-Exempt

Basic Function: Performs a variety of standard clerical and paraprofessional public service duties in the Circulation unit. Shelves materials.

Physical Requirements: Hearing and vision corrected to normal ranges. Ability to lift and carry up to 25 pounds, and push a loaded book truck weighing 120 pounds. Ability to reach up to seven feet to retrieve and replace books with a stool or ladder, as needed.

Qualifications: High school diploma or G.E.D. equivalency required. One year of previous public service experience preferred. Ability to learn to operate equipment as required by the position; establish and maintain effective working relationships with employees and library patrons. Familiarity with personal computers and appropriate software required. May require a valid Colorado driver's license.

Duties and Responsibilities:

- Provides efficient, courteous, public service and presents a positive image of the library in attitude, appearance, and performance of duties.
 - Sorts and shelves library materials. Maintains order of the collection to facilitate public access to resources.
 - Removes and checks in materials from the outdoor drop box multiple times per day.
 - Assumes responsibility for Circulation Services. These activities include, but are not limited to: inputting registration information accurately to create new library cards, maintaining registration files, checking materials in and out, collecting fees, answering questions in person or by phone, and assisting in the processing of holds.
 - Ensures that Circulation procedures maintain patrons' confidentiality.
 - Assists with Circulation Desk functioning as needed (i.e. answering phones, assisting patrons, checking materials in and out, etc.)
 - Refers information/reference questions to Reference Services or available supervisor.
 - Assists the Circulation Supervisor, Head of Public Services, and other team members as needed.
 - Provides Children's Room coverage, as needed.
 - Assists with library programming and displays, as needed.
 - Participates in professional development courses that relate to and will enhance the customer service areas of the library.
 - Keeps up-to-date on library programs and services.
 - Other duties as assigned.
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Knowledge, Skills and Abilities:

Ability to keep confidential records and perform routine tasks; learn library methods, techniques and computerized databases; work in a team environment; use good judgment. Ability to perform repetitive tasks accurately; pay attention to detail. Ability to work nights and weekends, as needed.

Reviewed: 2/2021