

Circulation Assistant – Part Time
Classification: Library Assistant I, II, III



North Shelby Library

Job Description – Circulation Assistant

Part Time

General Statement of Duties:

Works in a variety of capacities in the circulation department including assisting with the daily duties of routing and staging library materials, shelving, straightening, and providing customer service to patrons under the direction of the Circulation Manager; performs directly related work as required.

Distinguishing Features of the position Circulation Assistant:

The principle function of an employee in this position is to perform daily circulation tasks including checking in and out books, assisting with and inputting data from library card applications; sorting, organizing and staging materials for circulation, and providing front line customer service. The work is performed under the supervision of the Circulation Manager, but leeway is granted to exercise independent judgment and initiative regarding circulation matters. The nature of the work performed requires that an employee in this position establish and maintain effective work relationships with the Director of Library Services, the Circulation Manager, coworkers, and the general public. The principle duties of this position are performed in a general library environment.

Examples of Essential Work:

- Check in books and route to the appropriate shelf or library;
- Check out library materials to patrons;
- Collect items from outside bin;
- Shelf materials located in the department;

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- Straighten, organize, and locate missing materials and return to proper location;
- Assist patrons with a variety of needs including checking out and renewing materials, answering questions, issuing library and AVL cards, and updating patron information;
- Prepare bins to be routed to other county libraries and check in materials that arrive from other libraries;
- Prepare holds for patrons and remove expired holds from shelf and route to original location;
- Assist with moving tables, boxes, and fixtures as needed or required;
- Alert patrons to materials returned damaged or missing components;
- Obtain and review pending list and pull requested materials from department;
- Organize DVDs as needed based on security measures or library policy;
- Withdraw items from collection based on condition and in accord with North Shelby Library Acquisitions Policy;
- Ensure that materials in department are properly labeled;
- Receive money for daily library business including fines, book sale, dues, replacement costs for materials or library cards, and other transactions as needed.

Required Knowledge, Skills, and Abilities:

- Substantial knowledge of department specific library functions, rules, policies, and procedures;
- Knowledge of the Dewey Decimal System;
- Substantial knowledge of department specific materials and resources;
- Substantial knowledge of North Shelby Library policies and procedures;
- Substantial knowledge of library equipment set-up and take-down;
- Substantial knowledge of various resources available throughout the library system;
- Ability to fulfill assigned goals and tasks;
- Ability to organize and prioritize work;
- Ability to maneuver and manipulate objects among high and low shelves;
- Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

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- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training:

- Graduation from high school; or GED and
- Experience in library operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities to perform the work.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively in public and private;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, Ellison press, and other library equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and manipulate objects among high and low shelves and function within a library environment.

Approved by: _____ **Date:** _____