

LIBRARY ASSOCIATE I

Circulation Assistant

Job Description

2013

GENERAL STATEMENT OF DUTIES:

Performs a variety of paraprofessional library tasks relating to the circulation of books, including giving customers assistance and guidance, and other clerical work.

QUALIFICATIONS:

The following minimum requirements are established for this position:

1. A High School degree.
2. Ability to lift, sort, shelve, and push library materials of up to 40 lbs. on an occasional basis.
3. Basic knowledge of computers and willingness to learn more.
4. An interest in books and attention to detail.

RESPONSIBILITIES AND DUTIES:

The Circulation Services Assistant is responsible to the Director and Assistant to the Director for the following:

1. Greet and work with public demonstrating a positive attitude.
2. Serve as circulation clerk by helping patrons to locate materials, use the online catalog, reference materials and other equipment, check out materials to patrons, register new patrons, and place ILL requests.
3. Provide readers' advisory services by suggesting new authors, sources, or subjects.
4. Retrieve phone messages from Circulation Desk, answer and route telephone calls.
5. Sort and distribute mail.
6. Sort and shelve library materials.
7. Keep supervisor informed of noteworthy positive and negative occurrences.
8. Make sure hold shelf items have been called.
9. Assist in keeping display books filled for ease of check out for patrons.
10. Promote library programs.
11. Complete incident reports in absence of supervisor.
12. Know of library policies and reinforce with patrons.
13. Assist the Director and Assistant to the Director with tasks as assigned.
14. Plan, coordinate, and oversee adult programming.
15. Develop, lead, and assist with children and adult programming events.
16. Process books (jackets, labels, etc.) as needed.
17. Other duties and projects as assigned.

PERCENTAGE OF PERFORMANCE TIME

- 70% Assisting patrons and circulation desk duties
- 20% Programming
- 10% Clerical