

# APPENDIX C

# CIRCULATION ASSISTANT

**Job Title:** Circulation Assistant

**Description Type:**

New

1/30/2018

Revised

**Department:** Circulation

**Pay Grade:** 3

**FLSA Status:** Non-Exempt

**Reporting Relationship:**

**Reports to (Title):** Head of Circulation Services

**List of direct reports (by Title):**  Applicable  Not Applicable

**Position Summary:**

The Circulation Assistant, under the supervision of the Head of Circulation Services, checks out and checks in items and provides patron service.

**Essential Job Duties and Responsibilities**

- Answer telephone
- Check in and check out procedure which includes: renewing all materials, taking in fines on overdue materials, checking that returned items are complete and in good condition
- Make hold calls and process hold items
- Answer as many simple directional questions as possible and refer the rest to the Adult Services or Children's Services departments
- Process library card applications
- Run overdue notices, maintain overdue records and assist with collection accounts
- Make sure opening and closing procedures are completed
- Make sure supplies are on hand
- Search for and solve Circulation problems
- Organize book carts
- Other duties as assigned

**Qualifications:**

- High school diploma
- Strong communication and interpersonal skills

**Working Conditions/Physical Requirements:**

Ability to:

- Work in a typical office environment
- Stand, sit, walk, bend, stoop and climb intermittently
- Talk and hear
- See close, far and have the ability to adjust focus

- Finger, handle and feel equipment and objects
- Reach with hands and arms
- Occasionally lift 25 pounds and push/pull 150 pound carts