

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