



Title: CIRCULATION ASSISTANT II –
Part-time 20 hours per week
Grade: 3
FLSA: Non-Exempt
Date: 9/27/2023
Reports to: Circulation Manager

Job Summary: Provides quality customer services as part of the Circulation Staff.

Essential Functions:

1. Checks materials in/out and renews library material
 2. Registers borrowers and updates borrowers records
 3. Handles cash/credit transactions and is accountable for cash drawer set-up and cash drawer close out accounting
 4. Answers phone and directs calls
 5. Refers the public to appropriate desk/area
 6. Process documents received from the public to be faxed
 7. Sets up circulation desk
 8. Informs customers by mail, email or phone of reserved material and updates reserve shelf
 9. Folds and stuffs customer bill notices and reserve notices
 10. Prepares books and materials for re-shelving and re-shelves all library materials
 11. Empties book drop bins
 12. Troubleshoots copier in public area
 13. Process Inter-Library Loan material
 14. Handles special individual jobs as assigned
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Required Knowledge, Skills, and Abilities:

Excellent, verbal and written communication skills, high level of interpersonal skills, attention to detail with exceptional accuracy. Ability to follow directions, learn Dewey Decimal classification system.

Specialized knowledge, licenses, etc.: None

Supervisory responsibility, if any: None

Education and Experience:

1. High school diploma or equivalency
2. No experience required

Physical and Environmental Conditions:

Position based in Main Library. Ability to reach, bend, lift up to 30 pounds in non-strenuous work positions and/or continual standing or walking at least 90 percent of the time.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.