

LIBRARY CIRCULATION ASSISTANT - 3411

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible paraprofessional work providing assistance to library patrons, staff, and volunteers, with related work as required. Work is performed under regular supervision. Work may be performed at one or multiple buildings within the Library System.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Operates the circulation desk; checks materials in and out of library; registers new patrons
- Provides shelf maintenance including but not limited to: re-shelving and organizing books, shelf-reading, upkeep of materials, and display of new materials.
- Assists patrons with computer access and basic technical trouble-shooting.
- Assists patrons in locating library materials.
- Assists patrons with research and reference inquiries.
- Assists with training and support of volunteers and community service workers.
- Uses system generated reports in conducting established procedures to recover lost materials, alert patrons of overdue materials, or perform collection maintenance.
- Provides communication with patrons to answer outside inquiries and to recover overdue materials and outstanding fines.
- Perform related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Applicant must possess a general knowledge of basic library procedures, methods, and techniques; general knowledge of and interest in books; general knowledge of library functions; ability to exercise initiative and independent judgement; ability to establish and maintain effective working relationships with library patrons, staff, and volunteers; familiarity with Microsoft Office products including Word and Excel; familiarity with general computer programs, as well as printing and internet access procedures; ability to create basic documents including flyers and promotional materials preferred.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in library work.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 30 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. Work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions. Applicants must be able to regularly use stairs. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surrounds and activities. Workers are not subject to adverse environmental conditions.

*This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.*