



**Title:** Library Assistant, Circulation Department

**Description:**

Under the supervision of the Head of Circulation, performs clerical, paraprofessional, or other support duties for the Circulation department. When designated as “Primary Assistant”, pay rate will be compensated \$1.00 more an hour. Primary Assistant defers to the senior Adult Reference Librarian on duty concerning all non-circulation issues.

**Availability:**

To remain on the Regular schedule, library assistants are required to work an average minimum of 12 hours a month.

**Responsibilities:**

- Charges and discharges library materials, collects fines, register new patrons and issues library cards
- Answers questions on library organization, holdings, policies, procedures and programming
- Helps resolve patron concerns. Refers matters to the Head of Circulation when appropriate
- Shelves materials, checks and maintains shelves to ensure correct order
- Retrieves periodicals to fill patron requests
- Identifies books and other library materials for mending
- Performs other duties as assigned by management
- When assigned to be Primary Assistant may be asked to open the library. Additional duties will include processing the morning reports and setting up the cash drawers. If closing the library, will be responsible for locking away the money and re-setting the security alarm code.

**Knowledge, skills, abilities:**

- Ability to deal tactfully and courteously with the public and to maintain effective working relationships with other library staff
- Strong attention to detail and knowledge of library and clerical terminology, library procedures, use of computers and other equipment
- Ability to comprehend, analyze and interpret regulations, policies and procedures of the library.



- Ability to stimulate interest and encourage participation in reading and other library activities
- As Primary Assistant:
  - Ability to work without direct supervision from a supervisor
  - Detailed understanding of circulation policies and procedures
  - Strong customer service skills; including the ability to deal with difficult situations in a positive manner.

**Qualifications:**

- High school graduate or equivalent.
- Previous library experience or some college or library courses.
- Familiarity with computers.