

1/17/2017

Job Title: Library Assistant - Circulation (Part Time)**Description Type:** New Revised**Reporting Relationship:****Reports to (Title):** Library Director**List of direct reports (by Title):** Applicable Not Applicable**Position Summary:**

Performs duties necessary for the proper organization and distribution of library materials.

Essential Job Duties and Responsibilities

- Use all necessary aspects of the library catalog
- Shelve or arrange library materials according to library rules
- Collect Fines and Fees according to library procedure
- Provide patrons with exemplary customer service
- Maintain displays and general library appearance
- Assist with programming
- Open and close the library according to library procedure

Closing Statement:

- Other duties as assigned

Qualifications:

- Must have strong customer service skills
- Must be able to alphabetize and have basic math skills (making change)
- Must have knowledge and be comfortable with using Microsoft Office or similar software
- Preference may be given to applicants with library experience

Working Conditions/Physical Requirements:

- May work weekends and open/close the library with another staff member
- Shelving materials (sometimes overhead or at floor level)