

## Reddick Public Library District

### JOB DESCRIPTION

**TITLE:** Circulation Assistant

**SALARY REVIEW:** Annually

**CLASSIFICATION:** Part-time, Non-Exempt

**REPORTS TO:** Public Services Coordinator

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#### **Duties:**

- Performs check-in and check-out functions.
- Collects fines and fees.
- Updates patron information in database.
- Orients new patrons to use of the library.
- Answers telephone and relays messages to appropriate staff.
- Performs opening and closing procedures when necessary.
- Performs tasks related to checking overdues and issuing overdue notices.
- Places calls to patrons for reserve materials.
- Answers directional questions and refers reference questions to appropriate staff.
- Searches catalog and places holds for reserves and interlibrary loans.
- Assists patrons with basic information regarding use of library materials, reader's advisory, equipment, and services.
- Assists patrons with basic reference database searches.
- Attends relevant workshops and meetings as required.
- Perform other duties as assigned to ensure quality service to patrons and efficient operation of the library.

#### **Qualifications:**

- Minimum high school diploma or equivalent.
- Previous library experience desirable.
- Ability to work evenings and weekends.
- Must have pleasant and courteous manner, both in person and on the phone.
- Ability to learn integrated library system, operate office equipment, and perform assigned tasks with limited supervision.
- Willingness to learn computer operations.
- Ability to exercise tact, patience, and good judgment in dealing with the public.
- Ability to exercise initiative and make independent decisions.
- Ability to communicate effectively in English, both orally and in writing. Ability to communicate in Spanish desirable.
- Ability to stand for prolonged periods of time.
- Ability to bend, lift and carry up to 40 pounds.
- Ability to follow written and oral instructions.