

## 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 essential circulation tasks: checks-in/checks-out materials, collects fees, handles all materials, and places holds.
- Completes new patron registration, renews patron cards, and updates patron information in library software.
- Acts as library reception and orients patrons to use of library.
- Answers telephone, relays messages to appropriate staff, and makes calls as needed.
- Performs opening and closing procedures when necessary.
- Answers directional questions and refers reference questions to appropriate staff.
- Assists patrons with basic information regarding use of library materials, reader's advisory, equipment, and services.
- Attends relevant professional development opportunities and meetings as required.
- Submits monthly report to Director.
- Creates displays and other departmental activities as assigned.
- Provides consistent, gracious, and friendly service to all members of the public.
- Establishes and maintains effective work relationships.
- Cooperates as a team member in performing any duty essential to the achievement of efficient library operations.
- Other duties as assigned.

#### **Qualifications:**

- Minimum high school diploma or equivalent.
- Previous public library or customer service experience preferred.
- Strong professional public service and interpersonal skills.
- Demonstrated ability to communicate well in English, both orally and in writing, required. Ability to communicate in Spanish desirable.
- Competency in Microsoft Office products.
- High level of proficiency using Internet, email, online searching, and Windows operating systems in a desktop computing environment.
- Availability to work scheduled evenings and weekends.
- Ability to bend, lift, and carry up to 40 pounds.