



CIRCULATION ASSISTANT

Position Description

Pickaway County Library
Last updated 3/2017

DEPARTMENT: Circulation

REPORTS TO: Circulation Coordinator

FLSA: Non-Exempt

RANGE: 2

POSITION SUMMARY

Under direct supervision, processes the checkin and checkout of library materials, including cargo from other consortium libraries.

DUTIES

1. Assists patrons checking out materials via self-checkout stations or via staff checkout.
2. Provides proactive and welcoming customer service to patrons.
3. Processes incoming and outgoing materials transported between consortium libraries.
4. Organizes materials to be shelved with outstanding attention to detail.
5. Shelves items in an accurate and timely manner.
6. Checks in library materials and/or works with automatic checkin devices to ensure materials are removed from patron accounts correctly.
7. Exhibits working knowledge of library policies, procedures, and operations.
8. Utilizes e-mail, voicemail and other library technology to maintain open channels of communication.
9. Demonstrates a positive attitude and supports library goals and objectives.
10. Performs additional duties as assigned including leading and serving on task forces, committees, etc.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Ability to handle confidential information with discretion and to remain calm in stressful situations
- Proficiency in the use of common computer software programs and the ability to use library-specific software

PREFERRED QUALIFICATIONS

- Experience working in a public library

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Ability to operate standard office equipment, daily
- Ability to lift and move up to forty (40) pounds, occasionally
- Ability to push book trucks with up to 150 pounds of materials on them, daily
- Ability to perform repeated reaching, bending, climbing and squatting, daily
- Ability to sort and file materials accurately in alpha-numeric order
- Ability to work in a team setting
- Requires evenings and weekends
- May require periodic participation and attendance at events and trainings

By signing below, I signify that I understand the responsibilities of the position, meet the minimum qualification, and am capable of meeting the required duties: