



The Limestone Township Library District is an equal opportunity employer

Circulation Assistant

Definition

Under the supervision of the Library Director, the Circulation Assistant performs tasks relating to circulating library materials, registering users, and general patron assistance. Deals responsibly with patron problems and emergencies to maintain a safe and pleasant work environment.

Responsibilities and Duties Include:

- A. Provides friendly, courteous, and accurate service to all users.
- B. Understands and implements library procedures and policies, while safeguarding confidential and restricted information.
- C. Maintains neatness of public areas and personal space visible to the public.
- D. Regularly works the Circulation Desk performing all circulation tasks, including, but not limited to check-in, check-out, and renewal of library materials, issuance of library cards, shelving and facing materials, and answering and routing incoming phone calls. Answers general library, procedural, and directional questions from patrons. Provides Readers Advisory; answers reference questions when needed, refers other patron queries to appropriate staff; processes overdue notices and related patron communications.
- E. Processes out of system interlibrary loan requests, and places patron holds.
- F. Assists patrons with accessing and, when possible, using the public access computers.
- G. Assists with sorting donated materials for suitable additions to the collection; assesses damaged library materials and repairs as needed.
- H. Monitors the library's email and routes or addresses inquiries in a consistent manner; routes U.S. mail to appropriate staff.
- I. Attends meetings and participates in continuing educational opportunities related to circulation and technical services.
- J. May assist or implement programming under the supervision of the Library Director and Library Assistant.
- K. Assists with maintaining the community room schedule and provides assistance to any group using the room when needed.
- L. May coordinate set up and take down of the community room.
- M. May provide Voter's Registrar Services.

N. Other duties as assigned.

Knowledge, Skills, and Abilities

- A. Ability to deal courteously and diplomatically with patrons and colleagues.
- B. Ability to communicate effectively, both in writing and orally.
- C. Basic knowledge of circulation practices, procedures, and technologies.
- D. Ability to take initiative and use good judgment in making decisions and referring questions; ability to remain calm in difficult situations.
- E. Proficient in Microsoft Office and similar software programs.
- F. Accurate keyboarding skills.
- G. With attention to detail, ability to prioritize work, meet established deadlines, and follow tasks to completion.
- H. Ability to bend, stoop, lift, and carry items up to twenty pounds.
- I. Ability to use general office equipment.

Qualifications

- A. Minimum age 18 years.
- B. High School Diploma (or equivalent) and/or previous library experience preferred.
- C. At least one year experience in a public contact position.
- D. Position requires day, evening, and weekend hours.

Hours

Part-time: 6-11 hours/week

Salary

Hourly rate range: \$14.00/hour

Contact Information

Please send resume to:

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