



## Christian County Library Job Description

**Job Title:** Circulation Assistant

**FLSA Status:** Non-Exempt

**Schedule:** Thursday, Friday, and Saturday, 8:30am-1:30pm

**Pay:** \$9.45/hour

**Deadline:** Open until filled; first consideration October 27, 2020

**Summary:** Responsible for working to shelve returned materials, shelf-read, assist at the circulation desk as needed, by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Accurately and Efficiently Shelf Returned or Unwanted Library Materials.
2. Shelf according to the Dewey Decimal System and other organizational systems of the library.
3. Shelf items accurately and efficiently.
4. Thorough and complete knowledge of library labeling and corresponding shelf locations.
5. Retrieving Materials from the Shelves to Fill Holds.
6. Run the reports necessary to generate a holds list.
7. Search for the materials on the shelves.
8. Once located, properly handle materials to fill patron requests.
9. Process Overdue Items and Billing Notices.
10. Run reports to generate overdue and billing notices.
11. Check shelves for items on overdue or billing notices.
12. Process the letters to be mailed to patrons.
13. Assist at the Service Desk as Needed.
14. Answering the phone and handling the needs of the patron.
15. Checking out library materials to patrons.
16. Checking in returned materials.
17. Assisting with technology questions.
18. Other miscellaneous tasks related to the circulation desk.
19. Assist with Shifting Projects and Shelf-Reading as Assigned.
20. As needed, shift the collection to make room on shelves or for reorganization of the collection.
21. Periodically read shelves to maintain the organization of the collection.
22. Inform supervisor and/or Collections Manager of sections of the collection in need of attention in either shifting, weeding, new materials.
23. Open the Library, as needed.
24. Turn on all staff computers at the circulation and reference desks.
25. Turn on public computers.
26. Turn on all lights.
27. Retrieve the book drop and check it in prior to opening.
28. Run all notices, paging slips, and reports for the day.
29. Unlock the front doors at the appropriate time.
30. Communication with Co-Workers & Administration.

31. Effective, timely, thorough, and respectful communication with co-workers in various forms such as, but not limited to: verbally (in person and on phone), written (day notebook, email, message on lockers, etc.), and other forms as dictated by the situation.
32. Effective, timely, thorough, and respectful communication with Administration on the following topics.
33. Scheduling requests; Vacation or PTO submitted in writing via an email 4 weeks in advance.
34. Absences, including whether or not an employee is using leave for time missed.
35. If there is an issue with a co-worker's performance.
36. Procedural changes or issues.
37. Policy changes or issues.
38. Other topics not addressed here.
39. Effective, timely, thorough, and respectful communication with IT on technological issues and use the IT Ticket document when appropriate.
40. Other duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education/Experience:**

High school diploma or general education degree (GED).

### **Knowledge, Skills, and Other Abilities:**

- Customer Service.
- Respect: Courteous, reliable, and dependable.
- Positive Attitude.
- Accountability.
- Innovation and Initiative.
- Teamwork.
- Familiar with the organization of public libraries.
- Excellent communication skills- written and oral .
- Basic computer skills- familiar with using internet, Microsoft Office Suite products,
- Email.
- Excellent people skills.
- Reliable, responsible, dependable, honest, organized, quick learner.
- Working knowledge of reader interest levels, book, authors, and reference sources.
- Working knowledge of automated library circulation systems and online databases.
- Working knowledge or print, non-print, digital, and online information sources available from a
- wide variety of sources, including publishers, the Internet, and library and vendor-based systems.
- Updated November 2015.
- Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills.
- Ability to set priorities and coordinate multiple projects.
- Ability to successfully maintain performance of assigned duties and responsibilities to
- achieve the desired outcome.
- Ability to communicate effectively verbally, in writing, and by listening.
- Ability to interact in a positive, effective manner with coworkers, Director, and general
- public.
- Ability to perform with minimum of supervision, to work collaboratively in a team

- environment, and to demonstrate professional standards, good judgment, dependability,
- and timeliness in work environments.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to
- embrace change. Remains flexible.

- Ability to present ideas and provide instruction. Comfortable with teaching and use of
- various forms of technology.
- While performing the duties of this job, the employee is frequently required to stand, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds.

*I have reviewed the above position description with my supervisor and understand this to be a guideline for my current job duties. I understand that management retains the discretion to add or change duties in my position at any time. This position description will be used in evaluating my job performance.*

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*Employee Signature*

*Date*

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*Supervisor Signature*

*Date*