

**Leavenworth Public Library**  
**Job Description**  
**February 2017**

**JOB TITLE**

Circulation Assistant – Youth

**SUMMARY**

Under the supervision of the Youth Services Supervisor, the Circulation Assistant will provide and promote services to children and young adults. This includes helping patrons with questions, maintaining the collection and department and assisting with programs and other activities. Evenings and weekend hours are required.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

Public service is the top priority, offered in a timely manner.

Primarily charges and discharges library materials to the public, and organizes items for shelving.

Registers new patrons and updates records as needed.

Answers the telephone, contact patrons regarding their account.

Collect and process fines and fee payments.

Shelves all types of library materials and helps maintain library shelves in a neat and orderly manner.

Enforces library policies consistently and follows approved library procedures.

Helps patrons log into library computers, operate library catalog, print, and copy services.

Promotes library programs to library users.

Performs approved opening and closing procedures.

Provide material selection advisory.

Processes the Koha picklist.

Properly handle donated materials.

**ADDITIONAL RESPONSIBILITIES SPECIFIC TO YOUTH SERVICES**

Reference assistance.

Manage internet access through library networks.

Assist users with various technology, including saving and printing data.

Assist with programs as needed.

Bulletin board creation, display selection and management.

Manage the Learning Center, includes cleaning toys, equipment, and flat surfaces.

Supervise approved student volunteers.

Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to maintain confidentiality with respect to sensitive personal information.

Ability to treat patrons with a welcoming, caring, and supportive attitude.

General knowledge of literature, current trends in print and media.

Ability to work with all staff members in a respectful, honest, and fair manner.

Ability to handle multiple responsibilities and interruptions.

Good oral and written communication skills are required.

Ability to accept change and adapt to changes quickly.

**EDUCATION, EXPERIENCE, AND TRAINING**

High school diploma is required. Previous experience working with children is required. Prior library employment or volunteer experience, or customer services work is desired. Computer skills include proficiency with internet and email; along with Microsoft Office, including word processing and spreadsheets is required.

Familiarity with typical library software is preferred. Proficiency with office equipment, such as copier, printer, and telephone is required.

PHYSICAL REQUIREMENTS

Ability to stoop, bend, and stretch to retrieve and shelve materials and sit on the floor and in small chairs. Must be able to lift and carry up to twenty-five pounds and push a cart of books.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Job descriptions are meant to be general guidelines of the duties and responsibilities of the job and are not intended to list every possible task an employee may be called upon to perform.

-[www.state.sc.us/scsl/pubs/PLstandards/section2.pdf](http://www.state.sc.us/scsl/pubs/PLstandards/section2.pdf)