

Leavenworth Public Library
Job Description
October 2021

JOB TITLE

Circulation Assistant

SUMMARY

Under the supervision of the Assistant Director, the Circulation Assistant will serve as the official “face” of the library, greeting patrons, promoting library services and programs and performing routine technical and clerical duties associated with checking in and out library materials and other related tasks. This position involves a great deal of interaction with the public, attention to detail, and the ability to handle many tasks. This is a non-exempt position, nights and weekends are required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Public service is the top priority, offered in a timely manner.
- Check in and out library materials to the public, and organizes items for shelving.
- Register new patrons and updates records as needed.
- Answer the telephone, contact patrons regarding their account.
- Collect and process fee payments.
- Shelf all types of library materials and maintain library shelves in a neat and orderly manner.
- Maintain library public and staff areas for appearance and cleanliness.
- Enforce library policies consistently and follow approved library procedures.
- Help patrons log into library computers, operate library catalog, print, and copy services.
- Assist with seasonal and/or monthly library displays.
- Promote digital content, library services and programs; awareness of library social media.
- Provide material selection advisory for patrons.
- Perform approved opening and closing procedures.
- Process the local and consortium picklist.
- Interact with fellow consortium libraries to inquire about status of material, perform shelf checks.
- Properly handle donated materials.

ADDITIONAL RESPONSIBILITIES SPECIFIC TO ADULT SERVICES

- Retrieve materials from internal and external book drops.
- Send and receive faxes.
- Distribute and maintain daily and monthly newspapers and magazines.
- Close cash register, count money at end of day, prepare register bag for next day; open cash register.
- Maintain the book and magazine sales, provide assistance during special book sales.
- Work in youth services and other duties as assigned based on staffing and library needs.

ADDITIONAL RESPONSIBILITIES SPECIFIC TO YOUTH SERVICES

- Reference assistance.
- Access computer time management software to manage patron access to library computers.
- Assist with youth programs and events as needed.
- Create and install bulletin board displays.
- Supervise approved student volunteers.
- Work in adult services and other duties as assigned based on staffing and library needs.

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 in person and over the phone.

- 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.
- Ability to self-motivate to successfully complete routine library tasks with limited oversight.
- 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 the public or customer service work is desired. Prior library employment or volunteer experience is preferred. Computer skills include proficiency with internet and email; along with Microsoft Office suite and Google Drive. Familiarity with typical library software is preferred. Proficiency with office equipment, such as copier, printer, fax, and telephone required.

PHYSICAL REQUIREMENTS

- Talking, expressing or exchanging information by means of the spoken word; spoken information must be conveyed to supervisor and coworkers accurately.
- Hearing, perceiving the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication and making discriminations in sound.
- Visual acuity to perform activities such as: preparing and analyzing data; viewing a computer terminal; extensive reading; visual inspection of materials, operating computers, copier, printers, scanners.
- Standing by remaining upright on the feet, particularly for sustained periods of time.
- Walking, moving feet to accomplish tasks, move about within shelving, desks, chairs, workstations, carts.
- Balancing, maintaining body equilibrium to prevent falling when walking, standing, pushing, pulling, moving, carrying objects.
- Ability to adjust, move or push objects up to 50 pounds in all directions.
- Pushing and pulling, using upper extremities to exert force on or against something with sustained motion.
- Bending body downward and forward by bending spine at the waist. Kneeling, bending legs at knees and ability to come to rest on knee or knees.
- Lifting, raising object(s) from a lower to a higher position, or vice versa; moving objects horizontally; shifting material within, onto and off shelves, carts, desks, bins.
- Reaching by extending hands and arms in any direction.
- Using hands/fingers to handle or feel, manipulate and grasp objects, typing; constantly operates a computer and other office technology. Feeling, perceiving attributes of objects such as size, shape or texture by touching with fingers.
- Ability to ascend and descend stairs, using feet and legs and/or hands arms.
- Repeating motions that include the wrists, hands and/or fingers.
- Frequently work is in narrow aisles, between shelves, computers, desk and chairs.
- Exposed to inside and outside environmental and atmospheric conditions.
- Work schedule, including evening and weekend hours, will be regular but may vary as needed to ensure patron services are prioritized.
- Some travel to workshops or meetings.

Employees of the Leavenworth Public Library are “employees at will.” *Personnel Policy, section 1*

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.