

LIBRARY CIRCULATION ASSISTANT

PC Library System
Pulaski County

Department: Library

Reports To: Library Director; Public Services Coordinator; Branch Manager

Supervision Exercised: None

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non- exempt, Full-Time

Work Hours: Typical hours are Monday thru Friday, 8:00 am until 5:00 pm. Evening work one day per week from 10:00 am until 7:00 pm for programming. Possible weekend work may be required as well as overnight travel.

ESSENTIAL FUNCTIONS: To facilitate the public's access to library services and materials by obtaining requested materials, maintaining library materials, and assisting the public with library computers and reference needs. This position is responsible for performing a wide variety of general library work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check

RESPONSIBILITIES:

- Maintain circulation desk duties, taking on the role of main Circulation Assistant.
- Provide assistance to patrons in the use of print, non-print and electronic library materials and the retrieval of needed information.
- Provide patrons with information on library policies/procedures, and promote programs, services and materials.
- Check public-access computer terminals and other equipment regularly ensuring all are operating properly, troubleshooting any problems and reporting problems that cannot be resolved to the Technology Coordinator.
- Add paper and replace ink cartridges in printers and copiers as needed.
- Maintain the orderly appearance of library furniture, equipment, and materials.
- As scheduled, open and close library facilities according to established procedures.
- Provide service at the circulation desk including: check materials in and out; greet and direct patrons to various locations or locate materials; answer the phone; register new

patrons; utilize and instruct the public in the use of the library catalog, the Internet, library databases, and reference material in response to patron requests for information; receive and resolve complaints or refer the public to supervisor or the director; collect and record fines and fees; assist with special projects.

- May perform such duties as Interlibrary Loan Requests, overdue notifications, maintaining the vertical file of local information, planning and implementation of programming, and Outreach Services.
- Aid in the development and execution of adult programming.

ADA REQUIREMENTS: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 30 pounds on a continuous basis and up to 50 pounds occasionally. The position also requires constant use of the visual and auditory senses as well as dexterity and skills with office equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess Excellent oral and written communication, computer, and math skills.

EDUCATION AND EXPERIENCE:

- A two-year associate's degree from an accredited college or the equivalent of one year of customer service experience.
- Library experience and a four-year college degree are preferred.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all Library and County policies and procedures
- Maintains confidentiality with all vendors, patron, and employee transactions, records, an activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the Library.

TRAINING & JOB DEVELOPMENT:

- Participate in community events
- May participate in professional association
- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of Library trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement
- Demonstrates initiative, commitment, and flexibility to work unpredictable hours as necessary
- Promote the branch library and the County Library System in a positive manner.
- Establish ongoing contacts with the Library Board, Friends of the Library, local civic groups, and community groups and organizations.

- May participate in professional associations.

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date