

Adams County Public Library

SECTION 2.873 – LIBRARY ASSISTANT – CIRCULATION (revised 5/19/05; 5/13/09; 10/09/2013)

A circulation assistant coordinates all of the circulation activities within a specific building in addition to performing the customary array of other library tasks. Circulation activities include a broad range of tasks from direct service to patrons and shelving to interlibrary loan and shipping.

Qualifications/Demonstrated Knowledge, Skills and Abilities:

- High school diploma or GED with an aptitude for and demonstrated interest in library work.
- Training after high school that supports paraprofessional library responsibilities.
- Knowledge and skills necessary for all public library services.
- Observed behaviors that match the library's core values: positive approach, dependable, team-oriented, professional, leadership qualities.
- Proficient with computers; basic knowledge of other office machines.
- Accuracy in filing and detailed work; ability to handle cash transactions and financial reports
- Ability to communicate effectively and concisely, orally and in writing.
- Ability to maintain emotional balance; works well with all types of people and circumstances.
- Mobility to maneuver loaded book trucks and stand for extended periods of time.
- Adequate strength to move boxes, furniture or equipment and lift 40 pounds.
- Ability to stoop and stretch in order to retrieve or shelve materials on 7 ft. shelving.
- Have or able to obtain a valid driver's license and access to reliable transportation.

Responsibilities/Duties:

- Assists other staff with routine public service tasks listed in library clerk job description.
- Works as a member of the public service team to promote efficient circulation operations.
- Provides leadership in resolving circulation problems and addressing patron issues.
- Reviews circulation desk schedules to assure that adequate staff are always covering the desk.
- Monitors shelving schedules and routines to assure timely shelving and organized collections.
- Provides leadership with cargo shipping and receiving procedures.
- Maintains OCLC request records; handles interlibrary loan issues; monitors hold shelf.
- Reviews and edits all new patron applications; calls patrons for clarifications.
- Inputs patron records according to established formats and procedures.
- Maintains application card files; posts application updates and purges inactive cards.
- Scans new items; processes magazines; assists with periodic catalog maintenance.
- Complies with policies and performs duties in a courteous, pleasant and efficient manner.
- Participates in continuing education to foster professional and personal development.
- Keeps informed of trends, issues, and professional concerns in public libraries.
- When appropriate, mentors volunteers and assists in training new personnel.
- Participates two hours weekly in independent study to foster professional development.
- Performs other duties as requested by the team leader, team coach, or executive director.
- Presents Adams County Public Library, its staff and services, in a positive manner.

Leadership received: Public service team leader, team coach, executive director or designee.

Leadership expected: Periodic team meeting role as facilitator, note taker, or timekeeper.

Classification: Paraprofessional, hourly, nonexempt.

Schedule of hours: Hours vary and requires evening and weekend hours.

The above statements are intended to describe the general nature and level of work that is to be performed by personnel under this job description. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.