

## **Circulation Assistant**

FLSA Classification: Non-Exempt

Library Classification: Full-Time or Regular Part-Time

Reports To: Circulation Manager, Library Director

Supervises: Circulation Volunteers

Regularly scheduled evening, weekend, and holiday work is expected.

### ***General Statement of Duties***

The Circulation Assistant is expected to perform a variety of library circulation and customer service procedures with a heavy concentration of public contact.

The following are indicative of the primary areas of responsibility, but do not include all possible categories of duties.

- Provide circulation services
- Provide technology help-desk support to patrons
- Resolve patron complaints
- Market library items, services, and programs
- Participate in regular professional development
- Supervise circulation volunteers

### ***Experience and Training***

Required:

- High School Diploma or equivalent

Preferred:

- Bachelor's degree or equivalent certification
- Some library work experience

The education requirement may be met by an experience equivalency where one month of full-time relevant work experience in a library equals one month of education.

The experience and education requirements may be waived at the discretion of the library director.

### ***Physical Requirements***

The following physical requirements are representative of those that should be met to perform this job. Reasonable accommodation will be made for disabilities.

- Ability to communicate effectively
- Ability to cope with the mental and physical stress of the position
- Ability to lift forty pounds and carry it across the library
- Ability to reach items on the top and bottom shelves