Library Circulation Assistant

The Millicent Library is looking for a part time circulation assistant (Library Technician) to work 15-19 hours per week. The Library is not a town department, but a non-profit that functions as the public library for the town.

Apart from the duties involved, the person should be patron-oriented, friendly and willing to go the extra mile for the patrons. Rate is $14.35 per hour, no benefits.

The candidate should be familiar with Office and Internet Browsers so they can assist patrons.

Qualifications
High School diploma or equivalent, college work desirable; prior work experience of 1-3 years.

Examples of Daily Circulation Activities
- Makes sure the system is up and running and business is ready to open at 9 am sharp (or as scheduled). This may entail coming in before opening to ensure this.
- Performs routine circulation tasks on the automated system such as checking in or out library materials, collecting fines and issuing patron cards.
- Assists patrons in locating and requesting materials from other libraries.
- Assists library users in the use of reference material and library equipment such as personal computers, printers and photocopy machine.
- Explains library card rules to library users and answers library users' questions regarding library circulation policies such as overdue materials, reserving library materials and related policies;
- Completes and submits information for interlibrary loan requests for use by circulation administrators.
- Retrieves library materials from public and non-public stack areas (up stairs and down stairs) for library users; notifies patrons of materials on hold.
- Unpacks and packs boxes of materials returned from or to be returned to other library agencies;
- Refers persons requiring specialized library assistance to the appropriate staff member.
• Other duties as specified by Library Director or direct supervisor

**Required knowledge, Skills and Abilities:**
• Communicate in the English language by phone or in person in a one-to-one or group setting.
• Comprehend and make inferences from written material.
• Learn job-related material through oral and written instruction and observation in an on-the-job setting.
• Enter data or information into a PC or other keyboard device.
• Sort and file alphabetically.
• Move light objects (less than 20 lbs) short distances (20 feet or less)
• Type accurately at a moderate rate of speed.
• Operate a variety of standard office equipment requiring continuous or repetitive arm-hand movements.
• Analyze circulation policy and take appropriate actions.
• Work a flexible schedule including nights and weekends.
• Work cooperatively with other employees and the general public.
• Work safely without presenting a direct threat to self or others.

**Job Performance Standards:**
Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

• Deals tactfully and courteously with the public. Go out of their way to help patrons
• Maintains confidentiality of sensitive information.
• Performs assigned duties.
• Meets the objectives of the library as established by the Board.
• Effectively assists all library patrons in the use of the library.
• Observes work hours.
• Demonstrates punctuality.
• Adherence to all established library policies.
• Establishes and maintains effective working relationships with fellow employees, supervisors and the public.