

## **LIBRARY ASSISTANT I: CIRCULATION**

### **RESPONSIBILITIES OF POSITION:**

Under immediate supervision, performs clerical and other library work as required.

### **DUTIES:**

1. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
2. Checks in deliveries of interlibrary loan materials.
3. Does typing and filing.
4. Processes, withdraws, repairs, or reconditions library materials.
5. Shelves library materials and reads shelves.
6. Sorts and routes mail.
7. Assists with library programs and displays.
8. Assist patron with ready-reference questions and reader advisory, bibliographic instruction and database searching.
9. Assists patrons with mechanical operations of library equipment.
10. Answers directional questions and refers patrons to appropriate personnel.
11. Performs other related work as required.

### **KNOWLEDGE AND ABILITIES**

1. Working knowledge of library methods and procedures.
2. Ability to operate library machines properly.
3. Keyboarding and filing ability.
4. Working knowledge of English grammar and spelling.
5. Willingness to maintain skills in above mentioned areas through active participation in appropriate library skills learning experiences.

### **PHYSICAL DEMANDS OF POSITION:**

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving and books.
7. Fingering: typing, writing, filing, sorting, shelving and processing.
8. Pushing and pulling: objects weighing 60-80 pounds on wheels.
9. Mobility: travel to meeting outside library.

## **MENTAL REQUIREMENTS**

1. Communication skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
3. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
5. Time management: set priorities in order to meet assignment deadlines.

## **ENVIRONMENTAL/WORKING CONDITIONS**

1. Inside work environment.
2. Flexible work hours; frequent evening and weekend hours.

## **EDUCATION AND EXPERIENCE**

1. High school diploma or GED
2. Keyboarding and general office experience.
3. Some previous library or work experience.