



## **CIRCULATION ASSISTANT JOB DESCRIPTION**

### **Duties:**

The Circulation Assistant assists the Library Director and the Children's Program Coordinator in the day-to-day operation of the library. The Circulation Assistant is expected to work 15-20 hours per week, but may work additional hours as needed and scheduled by the Library Director. The Circulation Assistant is a part-time position with a pay a rate of \$10/hour.

### **Responsibilities:**

1. Assists in circulation activities such as: checking in and checking out materials, collecting and processing paid fees, searching the circulation system and places hold requests, searching for items on the pull list, answering phones, responding to requests and other circulation duties as assigned by the Library Director.
2. Assists in the shelving of returned materials.
3. Provides reference and readers' advisory service.
4. Assists in supervising all volunteers and assigning duties.
5. Instructs patrons in the use of the library catalog and the Internet.
6. Assists in maintaining the library facilities in appropriate condition.
7. Assists with library programs as needed, including set-up and take-down.
8. Monitors and adds items to the Community Bulletin Board.
9. Pulls expired holds at the beginning of the day and returns those materials to their home library.
10. Partners with the Director in searching for and marking missing items on the Transit Report.
11. Verifies completed library card applications and files them alphabetically. Removes and shreds expired applications.
12. When needed, processes ILL requests for library patrons using ACCESS PA/ShareIt system.
13. Checks donated items for condition, checks catalog to determine whether donated items should be added to collection, and makes recommendations to the Library Director.
14. Performs other duties as assigned by the Library Director, Children's Program Coordinator, and the Library Board of Trustees within the context of the position as Circulation Assistant in the Womelsdorf Community Library.

### **Attitude:**

Displays a friendly, tactful, and courteous attitude.

Deals harmoniously and effectively with officials, staff, community leaders, and the public.

Dependable, flexible and punctual.

Interprets library policies as situations arise and consults Library Director as assistance is needed.

### **Special Requirements:**

Ability to work independently, receiving only general instruction from the Library Director, Children's Program Coordinator and the Board of Trustees.

Ability to be in charge of library during hours when the Circulation Assistant is scheduled to work alone.

Ability to use and troubleshoot computers, printers, copiers, fax machines, scanners, and the credit card machines as needed.

### **Education & Experience:**

High School Diploma required. Library experience preferred.

**All interested applicants please send your resume to [womelsdorfl@berks.lib.pa.us](mailto:womelsdorfl@berks.lib.pa.us). Thank you!**