

SUMTER COUNTY LIBRARY
Position Description

TITLE: CIRCULATION SERVICES ASSISTANT (PART-TIME)
REPORTS TO: LIBRARY DIRECTOR
FLSA Status: Non-exempt

Supervisor: Circulation Desk Supervisor

I. Qualifications

A. Education: High school diploma or equivalent required. At least two years further training from college, technical school, etc. preferred

B. Special skills or requirements

1. Strong customer relations skills
2. Knowledge of library practices, procedures, and techniques
3. Strong oral and written communication skills
4. Must be familiar with standard office equipment including personal computers and word processing, spreadsheet, and database software and be able to learn and implement Library specialty software systems and procedures
5. Ability to work independently and collaboratively in a team environment that promotes continuous assessment and continuous improvement
6. Demonstrated ability to manage multiple projects and functions
7. Attention to accuracy and the ability to complete tasks in a timely manner
8. Must be able to demonstrate a strong commitment to diversity and work with a diverse community clientele

II. General Functions

The Circulation Services Assistant is responsible for assisting library patrons by circulating and renewing materials, taking reserves, locating materials, etc., using the automated library system; assists patrons with basic informational and directional requests; printing and faxing for patrons; collecting fines and fees

III. Responsibilities

- Provides library services, which may include daytime, evening and weekend hours
- Helps maintain the New Book Shelf and other displays
- Handles fines, fees, payments, etc.
- Works the circulation desk according to assigned schedule
- Assures all library users are properly registered to check out library materials
- Check library materials in and out

- Answers the telephone as needed and directs calls to proper locations
- Displays daily newspapers and periodicals
- Maintains office equipments such as printers, fax machines, etc.
- Sends materials for repair to Technical Services as needed
- Pulls reserves and contacts library patrons about materials on hold
- Tactfully and courteously communicates general library policies and procedures to patrons
- Maintains forms needed in the circulation area
- Assists in library programming as assigned
- Empties bookdrop and brings materials into the building
- Assists with interlibrary loan as needed
- Actively pursues professional growth and development
- Assists in the development and preparation of departmental manuals
- Effectively assists all library patrons in the use of the library
- Maintains knowledge of library system in order to assist at any work area or location
- Ability to work under frequently stressful conditions and meet required deadlines
- Ability to recognize and correct errors and perform routine tasks efficiently and without difficulty
- Ability to follow established procedures and to perform work requiring considerable detail
- Ability to lift up to 50 pounds and push book carts weighing over 100 pounds
- Perform opening, closing, and safety procedures
- Establish and maintain effective working relationships with fellow employees, supervisors, and the public
- Follows all library policies and procedures as outlined in pertinent manuals
- Other duties as assigned (This is a representative sample, not to imply a complete listing of responsibilities and tasks)