

## **Albion District Library**

501 S Superior Street, Albion, MI 49224

**Position:** Circulation Assistant (Part-time)

**Range:** \$10.50-11.00/hr.

**Reports to:** Circulation Manager

**Schedule:** Average of 24-32 hours per week, including day, evening, and weekend hours, as scheduled.

### **Job Summary**

Under the general direction of the Circulation Manager, performs a variety of services in support of the circulation function and provides reference and information services. Specific duties will vary in variety and volume depending on location (Children's Room, Adult Room).

### **Wages and Benefits**

This is a part-time, hourly position scheduled for 24-32 hours per week. Benefits include paid holidays, vacation (after one year), and sick leave (after 6 months).

### **Essential Job Functions**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves the public at the service desks, includes checking library materials in/out, registration of new patrons, providing reference services, assisting patrons in the use of technology and library equipment, and other general duties.
2. Responsible for collection maintenance duties: sorts and shelves library materials; empties book drop; shelf reading; shifts materials; cleans, dusts, and inspects library materials for damage; discards and may repair library materials under supervision.
3. Responsible for maintaining an up-to-date working knowledge of library policies and procedures. Recommends/initiates ideas for change in the organization.
4. Opens and closes the Circulation Desks in the absence of management.
5. Regularly attends staff meetings, training, and professional development opportunities.
6. Works a varied schedule including day, evening, and weekend hours, as scheduled.
7. Other duties as assigned by the Circulation Manager or Library Director.

### **Skills, Experience, and Education**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. High school diploma or GED, or current enrollment, required. Some college coursework preferred.
2. Basic clerical skills including computer and telephone skills. Must be comfortable with internet searching, word processing, and e-mail use.
3. Demonstrates professionalism and a positive approach to Library activities.
4. Effective written, organizational, and oral communication skills, including a willingness to seek clarification when needed.
5. Must possess basic mathematical skills necessary for routine calculations.
6. Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials, and operate equipment. Must have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 25 pounds.
7. Computer skills necessary to effectively utilize common software applications and internet services.
8. Hearing ability to answer telephone and patron inquiries.

9. Ability to work a flexible schedule, including nights and weekends as scheduled
10. Ability to establish and maintain effective and positive working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, coworkers, and supervisors
11. Must enjoy working with people of diverse ages and backgrounds.

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to reach with hands and arms, bend and squat to access materials, and manipulate, handle, or feel objects and equipment. The employee must frequently lift and/or move light- weight objects. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Frequent sitting/standing in one position may be required for extended periods of time.

Generally, the employee will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise. Work hours may be varied, including daytime, evening, and weekend hours.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*