

Loutit District Library

Job Description

Job Title: Library Assistant I - Circulation

Reports to: Library Assistant II – Circulation Team Lead

Job Summary:

The position of Library Assistant I - Circulation is a paraprofessional position. Under the supervision of the Library Assistant II – Circulation Team Lead, this position handles daily circulation of library materials, monetary transactions, and provides general information.

Primary Responsibilities:

- Provides exceptional customer service through face-to-face, email, and telephone interactions.
- Circulates all library materials at the customer-focused Checkout Desk.
- Operates cash register and handles monetary transactions at the Checkout Desk.
- Registers library users and issues borrowers' cards while providing library information and direction for new users. Verifies new card applications for accuracy.
- Processes deliveries from the Lakeland Library Cooperative. Manages interlibrary loans and holds service to include running lists from Integrated Library System, collecting items for processing, and packing delivery bags.
- Assists with the various phases of the materials acquisition process. Unpacks, reconciles invoices, and distributes library deliveries.
- Answers directional questions and refers to a reference librarian when necessary.
- Assists the public in the use of library facilities including the self-checkout machine.
- Assists patrons in locating materials through database searching and in the selection of books and materials to be ordered through the online catalog.
- Performs computer data entry.
- Attends workshops at the cooperative and state level. May represent the library on Lakeland Library Cooperative committees or forums.

Secondary Responsibilities:

- Ensures collections are in order through shelf-reading.
- Empties book drops and inspects, checks in, and sorts library materials.
- Assists with decorating the library for seasonal and other special events.
- Reads library journals/publications for professional development.
- Participates in staff meetings and trainings.
- Attends local, regional and state workshops and conferences.
- Oversees the work of volunteers or library aides.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of public library principles and practices. Ability to learn and apply local library policies.
- Familiarity with Microsoft Office, Google Suite, digital services and devices. Knowledge of library software.
- Organizational ability to set goals, meet deadlines, and work independently with a high attention to detail.
- Ability to express ideas clearly and effectively to individuals and groups through verbal, written, and visual communication.
- Strong customer service skills and patience with users.
- Must possess a sense of alphabetical and numerical order.

Requirements:

- Associate's Degree preferred.
- Public library experience preferred.
- Public service experience preferred.

Physical Requirements:

- Ability to lift, carry, and transport up to 40 pounds.
- Ability to shelve or retrieve books through bending and reaching.
- Ability to retrieve library materials from all heights of shelves and access all locations in the library.
- Ability to stand at the circulation desk for extended periods.
- Ability to enter and access information on a computer.

Working Conditions:

- Climate-controlled building. May work off campus in a variety of environments.
- Fast-paced library setting with distractions.
- Ability to work harmoniously with other library employees and patrons.
- Supports an equitable, safe, diverse, and inclusive workplace.

Reporting Relationship:

Reports to Library Assistant II – Circulation Team Lead. In absence of that person, reports to the Person in Charge.

The above is intended to describe the primary job functions, the secondary functions, and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Approvals:

_____	_____	_____
Library Director	Date approved	Date reviewed

_____	_____	_____
District Library Board	Date approved	Date reviewed

Approved 3/3/2020 Board Meeting