

Library Assistant – Circulation (Regular Part-Time)

General Statement of Duties

The Library Assistant -- Circulation (regular part-time) is expected to perform a variety of library circulation and customer service procedures with a heavy concentration of public contact. The Library Assistant – Circulation (regular part-time) will be expected to work evenings and on weekends.

Supervision Received

Library Director; Circulation, Programming, and Outreach Librarian; Technical Services Librarian

Physical Requirements

Must be able to communicate with patrons, must be able to respond to visual prompts on the computer terminal, and must be able to shelve and/or retrieve books from top and bottom shelves. Must be able to lift forty pounds and carry it across the library. Must provide own transportation in the conduct of duties.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential functions.

Experience and Training

Some post-high school education required; Bachelor's degree preferred. The education requirement may be met by an experience equivalency where one month of full-time relevant work experience in a library equals one month of education.

The experience and education requirements may be waived at the discretion of the library director.

Approved March 19, 2019