



Part Time - Two Positions (Kalida or Ottawa) - Circulation Assistant/Branch Assistant

Deadline Saturday, January 8, 2022

General Summary

Under the general direction of the Circulation Supervisor or Location Coordinator, this individual interacts directly with library users at the circulation desk performing a variety of clerical tasks dealing primarily with the circulation of materials to library users.

Essential Job Functions

1. Maintains good relations with public and staff.
2. Greets library users, answers telephone and performs a wide range of clerical public contact duties.
3. Uses library automated circulation system to circulate materials to library users including checking materials in and out, processing holds, registering borrowers, collecting fines and fees.
4. Assists in department operations: Opening and closing the branch and circulation desk, counting money, using the financial functions to print and balance the cash sheet, emptying book and/or video drop.
5. Performs activities involved in retrieval of overdue materials and acts as contact person for library users inquiring about overdue notices.
6. Attends to public use of equipment.
7. Provides users with general information about library services directing them to other personnel as needed.
8. Performs general clerical duties for supervisor as assigned.
9. Participates in meetings as required.
10. Attends in-service workshops, meetings and conferences as appropriate.

Knowledge, skills and abilities required:

1. Ability to learn general and library clerical methods and practices.
2. Ability to learn the general rules and regulations of the library systems.
3. Ability to learn library circulation procedures.
4. Ability to deal tactfully and courteously with the public
5. Ability to make minor decisions in accordance with library policies and procedures.
6. Ability to sort and file alphabetically and numerically.
7. Experience with computers and other common office equipment.
8. Ability to read numbers and letters rapidly and accurately.
9. Ability to communicate effectively, both orally and in writing
10. Ability to work with limited supervision
11. Ability to maintain composure in stressful work situation.

Minimum Qualifications

1. High School Diploma/GED
2. Must be able to work evenings, weekends, and multiple locations in the county

Physical Demands:

1. Ability to push or pull loaded book carts weighing up to 60 pounds
2. Ability to move/or lift 25 pounds
3. Physical activity includes but is not limited to prolonged periods of sitting, as well as periods of standing, walking, stretching, bending and stooping

Salary Range:

\$13.00 per hour – starting salary

Tentative Schedule: Kalida Location – Tuesdays 9:30 am to 6:30 pm, Thursdays 12:30 pm to 7:30 pm and two Saturdays per month 9:30 am to 2:30 pm. Ottawa Location – Monday and Wednesday 2:30 pm to 7:30 pm and two Saturdays per month 9:30 to 2:30

Note: This job analysis describes the nature and level of assignments normally given in this position. They are not an exhaustive list of duties. Additional related duties may be assigned