

South Holland Public Library

16.0 Job Descriptions



16.6 JOB TITLE: Circulation Assistant
DEPARTMENT: Circulation Services
REPORTS TO: Head of Circulation Services
SUPERVISES: Circulation Clerks and Pages

POSITION SUMMARY:

This non-exempt, full-time or part-time position is responsible for providing circulation services to users and supervising Circulation Clerks and Pages in the absence of the Head of Circulation Services.

Responsibilities and Duties:

- Provides friendly, courteous and accurate service to all users.
- Supervises and manages Circulation Services staff in the absence of the Head of Circulation.
- Maintains patron and billing records.
- Performs circulation, interlibrary loan and reciprocal borrowing functions.
- Resolves problems that arise with patron records and other circulation functions.
- Maintains various statistics as directed by the Head of Circulation Services.
- Works at the Circulation Desk as needed.
- Counts and records daily fines and other cash receipts.
- Assists in the cleaning and shelving of music CDs, DVDs, Blu-rays, magazines and newspapers.
- Attends continuing education and networking events.
- Assists in maintaining an appropriate atmosphere in the library.
- Helps maintain a procedure manual for the department.
- May serve on internal library committees.
- Complies with all library and personnel rules and regulations.
- Performs other work as assigned.

Knowledge, Skills and Abilities:

- Knowledge of circulation practices, procedures and techniques.
- Ability to set priorities, make decisions, and exercise discretion with users and staff members.
- Ability to prioritize work and meet established deadlines.
- Ability to handle multiple and simultaneous tasks.
- Ability to supervise Circulation staff members.
- Knowledge of the Dewey decimal system, integrated library systems, and circulation policies and procedures.
- Knowledge of computers and the Internet, Microsoft Office products and other relevant software programs.
- Ability to communicate effectively, both in writing and verbally.
- Ability to work effectively on a team.

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- Ability to work the hours needed to complete the responsibilities of the Circulation Assistant.
- Ability to reach, bend, stoop and lift up to 20 pounds and access library areas and materials.

Minimum Qualifications:

- High school diploma.
- Minimum of two (2) years of public library experience.
- Reads, understands, writes legibly and speaks articulately in English.
- Position requires day, evening and weekend hours.
- Access to transportation.