**Reddick Public Library District**

## JOB DESCRIPTION

### **TITLE:** Circulation Assistant **SALARY REVIEW:** Annually

**CLASSIFICATION:** Part-time, Non-Exempt

**REPORTS TO:** Public Services Coordinator

**Duties:**

* Performs check-in and check-out functions.
* Collects fines and fees.
* Updates patron information in database.
* Orients new patrons to use of the library.
* Answers telephone and relays messages to appropriate staff.
* Performs opening and closing procedures when necessary.
* Performs tasks related to checking overdues and issuing overdue notices.
* Places calls to patrons for reserve materials.
* Answers directional questions and refers reference questions to appropriate staff.
* Searches catalog and places holds for reserves and interlibrary loans.
* Assists patrons with basic information regarding use of library materials, reader’s advisory, equipment, and services.
* Assists patrons with basic reference database searches.
* Attends relevant workshops and meetings as required.
* Perform other duties as assigned to ensure quality service to patrons and efficient operation of the library.

**Qualifications:**

* Minimum high school diploma or equivalent.
* Previous library experience desirable.
* Ability to work evenings and weekends.
* Must have pleasant and courteous manner, both in person and on the phone.
* Ability to learn integrated library system**,** operate office equipment, and perform assigned tasks with limited supervision**.**
* Willingness to learn computer operations.
* Ability to exercise tact, patience, and good judgment in dealing with the public.
* Ability to exercise initiative and make independent decisions.
* Ability to communicate effectively in English, both orally and in writing.
* Ability to stand for prolonged periods of time.
* Ability to bend,liftand carry up to 40 pounds.
* Ability to follow written and oral instructions.