

## **ULYSSES PHILOMATHIC LIBRARY | CIRCULATION ASSISTANT**

**Job Description - 15 hours per week including Saturday and evening hours - \$17.61 per hour**

The Circulation Assistant, under the supervision of the Library Director (LD), will be responsible for working behind the circulation desk, assisting library patrons, enforcing library policies, and various library upkeep duties. The ideal candidate would be dependable and trustworthy, have strong computer skills and attention to detail, and experience providing excellent customer service. A high school diploma or equivalent is required.

We are a small team that values collaboration, transparent communication, flexibility, diversity, and collective care. We are committed to creating a library environment where all are welcome.

The regular work schedule will be Monday 12:15-5:15 pm, Tuesday 2:15-7:15 pm, and Saturday 9:30 am-2:30 pm. As a part time employee, the Circulation Assistant can pick up extra shifts when they are available to cover staff vacations or absences.

The Library Assistant, in conjunction with the LD, is responsible for:

- Opening and/or Closing the library
  1. Emptying book drops
  2. Handling materials
  3. Following opening and closing procedures
- Providing circulation services
  1. Providing excellent customer service in all library transactions: using computer software to check out materials, renewal materials, and place holds; room & computer sign-ups; reference referrals; answering phone; cash handling; etc.
  2. Completing library card registrations using computer software
  3. Pulling holds and checking in materials
  4. Implementing Library policies
  5. Troubleshooting circulation puzzles/issues
  6. Working alongside and supporting library circulation volunteers
- Shelving
  1. Shelving materials in alphabetical and Dewey Decimal order
  2. Shelf-reading and shifting as needed
- Assisting with collection and item processing
  1. Cleaning dvds
  2. Covering books – hardcover and paperback
  3. Marking materials for withdrawal
  4. Handling workflow for missing or incomplete items
- Caring for library
  1. Taking out garbage weekly
  2. Taking out recycling bi-weekly
  3. Keeping library supplies stocked – scrap paper, pencils, library card packet materials
  4. Straightening library
  5. Bringing forward larger facility issues

- Program Support
  1. Assist librarians with program planning, data collection, and/or other tasks to support successful library programming
  2. Assist with set-up/break down
- Other duties as assigned

Required Qualifications:

- High School diploma or equivalent
- Familiarity with Microsoft Office Suite/Microsoft Office 365
- Minimum one (1) year experience in a public-facing customer service position
- Strong verbal and written communication skills
- Basic math skills

Desired Qualifications:

- Knowledge of mission of public libraries and their role within the community
- Experience working with and speaking with people of diverse ages and backgrounds
- Love of learning and literacy

*Ulysses Philomathic Library is an equal opportunity employer.*