



## Part-Time Circulation/Technical Services Assistant Job Description

### **All Part Time Assistants' General Responsibilities and Tasks**

Performs all circulation desk duties using computerized system.

- \*checks materials/in/out/renew
- \* reserves materials
- \* collects fines and fees
- \* issues new library cards/updates cards
- \* empties and checks in book drops

Answers phones, responds to inquiries and route calls as necessary.

Assists users locating materials through OPAC or ILL.

Deletes items from Library Catalog

Prepares materials for circulation including labeling, covering, etc.

Shelves materials

Performs basic reference work and/or refers requests to librarian in charge when appropriate.

### **Additional Responsibilities and Tasks for Assistants assigned to Youth Department:**

Assists with class visits.

May present story times under the direction of professional librarian when scheduled and assists librarians in the preparation of all children's programs, crafts and displays.

### **Additional Requirements:**

- \*Ability to bend and stretch to reach materials on very low and very high shelves.
- \*Ability to lift a minimum of 25 lbs.
- \*Ability to push full cart of books or other library materials.
- \*Ability to stand for extended periods of time.
- \*Ability to operate various types of Library equipment.
- \*Familiar with PC technology, word processing and e-mail.

### **Minimum Requirements:**

High School Diploma or GED required with associate or bachelor's degree preferred.

One (1) year work or volunteer experience in library, educational or customer service related field.