

# Circulation Assistant

Supervisor  
Circulation Manager

Classification  
Non-Exempt, Regular Part-Time, Salary Grade 2

## General Statement of Responsibilities

Performs responsible and varied clerical library services in the circulation of books, periodicals, materials, equipment, and related collection items; performs clerical-administrative work; assists patrons in using library services and facilities.

## Qualifications, Education, Experience and Skills Desired

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills.

## Responsibilities

- Receives oral or written instructions from library assistant or library director.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Performs lead work in specific function, including patron records, billing and charges, or circulation statistics.
- Greets visitors to library.
- Assists library patrons in use of materials.
- Responds to requests for information and assistance, or refers inquiries to library assistant or library director.
- Charges and discharges library books, materials, and equipment.
- Inspects returned books, materials and equipment for damage.
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items.
- Sorts and shelves books and periodicals.
- Assists persons in applying for library membership.
- Processes membership applications.
- Enters and retrieves member and circulation information by computer terminal in a computerized circulation system.
- Prepares materials to promote use of library.
- Monitors areas to assure adequate reading environment.
- Receives and responds to general information requests by telephone or in writing.
- Reserves books and materials.
- Prepares books and materials, and repairs minor damage to books, materials and equipment.
- Performs special duties as assigned, including programming, basic reference, serials maintenance, etc.
- Performs related tasks as assigned.

Adopted: December 5, 2017  
Amended: January 8, 2019  
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