

## Washington County Library System Position Description Form

Job Title: Circulation Assistant PT

Non-Exempt

Reports to: Library Manager

### Essential Functions and Responsibilities:

- Assists Library Manager, System Administrator, or System Coordinator as required
- Assists patrons at circulation desk and over telephone, including:
  - answers general inquiries and routes inquiries to appropriate personnel
  - uses the required electronic systems to check materials in and out and renew materials, place holds, register borrowers, process overdue and other notices, and perform other duties as required
  - collects fees and fines (must be able to make change)
  - explains policies and procedures to patrons (requires ability to read and understand written policies and procedures, and hear and understand policies and procedures as explained orally)
  - assist patrons in basic computer and printer usage (i.e., basic word processing, e-mailing, internet usage)
- Performs cash handling as needed for circulation desk, including processing fees and fines, and counting monies collected at the close of each day
- Empties materials of up to twenty-five (25) pounds from return bins
- Maintains inventories, statistics, etc. as required
- Assists with processing lost/damaged materials
- Sorts books and other materials as needed, including by alphabetical or alphanumeric order as required
- Lifts objects up to twenty-five (25) pounds in weight in order to place same on shelves of up to ten (10) feet in height and remove objects from shelves of same height, using step stool or ladder as needed
- Must be able to bend, crouch, crawl, carry (objects up to twenty-five (25) pounds in weight), kneel, sit, stand, climb, see, hear and speak
- Unload delivery bins of books and magazines up to twenty-five (25) pounds in weight
- Attend trainings (in person and on-line, including travel when needed) when required or permitted by Library Manager
- Must clearly communicate with patrons and co-workers (this includes listening and communicating orally in person and by telephone, communicating in writing, and communicating electronically through use of library's computers and electronic systems)
- Must possess general computer skills and be able to learn and use specific electronic programs as designated by the Library Manager or designee
- Must think and act quickly in accordance with library expectations under pressure
- Must be able to read and follow complex written instructions
- Must be able to follow complex verbal instructions
- Must be willing to work when needed including evenings and weekends
- Must be able to work with limited direct supervision
- Must be able to work in a team setting, including but not limited to assisting and supporting coworkers, contributing ideas, maintaining flexibility, and adapting to a rapidly changing environment.
- Other duties as required by the Library Manager or his/her designee
- Maintains a safe and secure library environment through monitoring patrons' adherence to library procedures and guidelines and maintaining an awareness of all persons within the facility; To the extent known, reports potential or existing workplace health threats or safety issues to the System Administrator, System Coordinator, Library Manager, or designee.