

**TOWN OF LADY LAKE
JOB DESCRIPTION**

JOB TITLE: LIBRARY ASSISTANT I-CIRCULATION (ADULT/ YOUTH)

PAY GRADE: 315 HEO/O1

DEPARTMENT: LIBRARY

CLASSIFICATION: NON-EXEMPT

STATUS: FULL-TIME

DIRECT REPORT: DIRECTOR OF LIBRARY

GENERAL DESCRIPTION:

Under the direction of the Library Director, performs paraprofessional library work relating to circulation and programming services.

ESSENTIAL JOB FUNCTIONS:

1. Maintains the operation of the circulation desk according to established procedures. Assigns and monitors circulation workflow at the main desk. Provides circulation services to the public. Works in conjunction with circulation assistants and programming.
2. Performs all circulation duties related to circulation desk operations including check-ins, check outs, renewals, holds requests, recording of fines and fees, issuance of library cards, registrations of patrons, shelving and shelf reading.
3. Supervises volunteers who perform circulation duties such as check-in, check-out and shelving of materials. Performs these duties when volunteers are not on duty.
4. Assists in the search and recovery of library materials and provides reader advisory and some reference assistance to patrons when necessary.
5. Keeps circulation area clean and replenishes circulation desk supplies when needed.
6. Answers all incoming telephone calls and forwards calls to necessary staff members when appropriate.
7. Maintains circulation desk statistics and forwards stats to administrative assistant on a monthly basis.
8. Oversees the staffing and running of the Library Book Sale Room.
9. Processes incoming gift materials that are to be added to the collection or sent to the Book Sale Room.
10. Assists with other library duties and special projects from the director as needed.
11. Some Saturday or evening hours may be required.

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12. Assures all required records/documents are complete and accurate.
13. The creation and performance of programming.
14. Cash handling.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work with and operate computers.
- Ability to gain knowledge of the services and operations of the library system.
- Ability to gain knowledge of standard library circulation methods and practices.

MINIMUM QUALIFICATIONS:

- Ability to gain knowledge of library circulation policies and procedures.
- Ability to establish and maintain effective relationships with staff, volunteers and library patrons in person and over the telephone.
- Ability to interpret circulation policies and procedures to the public.
- Ability to work without close supervision and to exercise good judgment in performing library duties.
- Ability to deal with complex tasks.
- Ability to type 30 correct words per minute.

EDUCATION AND EXPERIENCE:

- High School Diploma or General Education Degree (GED) equivalency
AND
- Completion of two years of college with courses in Library Science
OR
- Two years experience in a library with circulation and/or library automation experience.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- N/A

ESSENTIAL PHYSICAL SKILLS:

- Ability to move at least 25 pounds.
- Ability to communicate with individuals in person and telephonically.
- Good balance
- Ability to lift up to 15 pounds.
- Reaching, bending, and walking.

ENVIRONMENTAL CONDITIONS:

- Indoors in a library.

[Reasonable accommodations will be made for otherwise qualified individuals with a disability.]
March2009

Acknowledged receipt of job description, this _____ day of _____ 20_____.

Signature: _____