

Job Description

JOB TITLE: Library Assistant—CIRCULATION

SUPERVISOR: Gail Spencer

DUTIES:

Perform Circulation duties including charging and discharging library materials, locating books and reserve items, shelving library materials, shelf-reading, basic filing, answering phone calls and transferring them to appropriate library staff, scanning documents and some web work.

SKILLS:

Must be punctual, dependable & able to follow directions. A large degree of initiative and a pleasant attitude towards the public is essential. Must have the ability to answer questions concerning library matters and know when to obtain appropriate assistance or direction from library staff. Computer skills (i.e. use of a keyboard and mouse; familiarity of PC/Windows environment are preferred) Must be able to lift books and push a full book truck.

NUMBER OF HOURS: Up to 10 hours per week

NUMBER OF STUDENTS: 16

WORKING HOURS: 8am until 1:00 am