

Sheridan County Public Library System
Job Description
Circulation Services Assistant – Minimum Part Time

Position Titles: Circulation Services Library Assistant

Location: Sheridan County Public Library System, Fulmer Branch Library

Requirements: High school diploma and/or library experience preferred.

Hours per week: **0-19 schedule will vary based on need**

Wages: **\$14.10 hourly/non-exempt** **Benefits: Not eligible**

General Schedule requirements:

Availability – during library operating ours Monday – Thursday 8:30 a.m.-7:15 p.m. and Friday and Saturday 8:30 a.m.-5:15 p.m. Schedule will vary, combination of opening, mid-day and closing shifts.

Closing Date: Open until Filled.

Duties include (but not limited to)

- Provide friendly and welcoming patron service assistance with circulation processes and patron account issues and questions.
- Organize shelving carts for library staff to streamline the shelving process.
- Shelve and organize holds for patron requests retrieval.
- Process hold requests and notify patrons of available materials.
- Process incoming mail to ensure timely delivery and distribution.
- Shelve newly acquired items and keep the library collection current and accessible.
- Answer phone calls and provide assistance and information to library users.
- Maintain patron accounts to ensure accurate records and account management.
- Process material returns and prepare items for shelving.
- Collect fines and fees on patron accounts with accuracy.
- Respond to emails and send out letters for overdue items to promote prompt returns and ensure the availability of materials.
- Issue and renew library cards to facilitate library access and services for patrons.
- Circulate materials for patrons through phone or email communication.
- Utilize and maintain the disc cleaner efficiently and effectively.
- Supervising and process items returned in the external book drop during holiday or building closure periods.
- Perform additional duties as assigned by the Supervisor

Skills required:

Strong customer service skills and enjoy working with people of all ages and backgrounds. Excellent communication skills; knowledge of general library practices and procedures; and skills and experience working with technology. Basic math skills including handling cash transactions. Experience using various mobile devices (tablets, smart phones, eReaders) is desirable.

Reports To:

Circulation Supervisor. Defers to On-Duty Supervisor, and/or Director when applicable.

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Circulation Services Library Assistant

Qualifications:

High school diploma or equivalent preferred. Some retail and/or previous work experience preferred. Fluency in reading, writing and speaking English. Strong computer skills: experience with or fluency in Microsoft Office products (Word, Excel, Publisher), Internet, and google gmail is required.

Physical Requirements:

- Ability to reach shelves at high and low levels
- Ability to bend, stoop, twist, turn and move materials from place to place in the library
- Ability to push carts and bins loaded with library materials
- Ability to lift up to 25 lbs. on a regular basis and up to 50 lbs. occasionally

To apply: Application forms are available on-line at<www.sheridancountylibrary.org> or at the Fulmer Branch Library in person.