



JOB DESCRIPTION

CIRCULATION / ADULT SERVICES ASSISTANT

HENIKA DISTRICT LIBRARY

Henika District Library employees are expected to represent the characteristics embodied in the mission and vision of the library.

CIRCULATION ASSISTANT DUTIES:

- Serves the public at the circulation desk by checking in and out library materials and issuing/updating library cards.
- Collects money for overdue fines and lost and damaged materials.
- Assists Circulation Supervisor with collection maintenance duties.
- Processes and packages new and incoming materials.
- Ensures circulation policies and procedures are followed for the proper handling of patron and materials records for an accurate library database.
- Sorts and inspects library materials received from or being delivered to other libraries.
- Runs reports and lists for item hold information and interlibrary loan requests.
- Searches shelves for requests, retrieves items requested, and routes items appropriately.
- Contacts patrons or other libraries as necessary.
- Provides information to patrons regarding the library's circulation policies, procedures and refers issues to management as appropriate.
- Searches shelves for items shown as overdue prior to sending overdue notices.
- Maintains periodical and newspaper collections.
- Provides assistance to patrons and staff in the use of library equipment and machines.
- Familiarizes self with general library policies and enforces them as necessary.
- Other duties as assigned.

ADULT SERVICES ASSISTANT DUTIES:

- Initiates, plans, and implements a variety of programs and activities to encourage the use of the library by adults, ages 18 and beyond, as well as family programming.
- Assists with ordering of materials (including books, DVDs, and magazines) for the collection.
- Prepares displays, flyers, and brochures for library programs and distributes around the community.
- Participates in community engagement and outreach by involvement with local organizations.
- Attends professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions.
- In the performance of these duties, the Adult Services Assistant will consult with the Circulation Supervisor and the Director.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Associates degree preferred.
- Advanced computer skills including familiarity with Microsoft Office.
- Basic mathematical skills necessary for routing calculations.
- Ability to work with general supervision and adhere to established policies and procedures.
- Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- Ability to retrieve materials from shelves upon patron or staff request.
- Ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and transport materials and delivery bags weighing up to 40 pounds.
- Ability to answer both telephone and in-person patron inquiries and communicate the answer effectively.
- Ability to operate a variety of equipment including cash register, fax, and copy machines.
- Valid MI driver's license and available transportation for travel to workshops and library-related meetings.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Previous work experience in a library setting preferred.
- Previous work experience with children and young adults preferred.

03/24/2018

06/09/2016

12/13/12