

Tracy Memorial Library

Circulation Assistant (SUBSTITUTE) Job Description

A. Job Summary

This position is responsible for providing comprehensive service to library patrons at the Main Floor Circulation Desk.

B. Supervision Received

Works under the direct supervision of the Circulation Manager and under the broad supervision of the Library Director.

C. Supervision Exercised

Occasionally supervises volunteers on the Main Floor.

D. Examples of Duties

1. Circulation

- Greets and assists the public in person, over the telephone, and via email.
- Provides reader's advisory and guidance in locating library materials. Answers directional and procedural inquiries and basic reference questions.
- Processes and shelves materials and assists in the general upkeep of the public areas of the library.
- Uses automated library software to check in, check out, renew and reserve library materials, including books, audiobooks, magazines and movies.
- Registers new patrons for library cards and maintains patron records.
- Assists patrons in use of the photocopier, online catalog, public computers, audio-visual system, and general troubleshooting related to technology and devices.
- Collects money for fees and resolves patron service problems, notifying Circulation Manager or Director as necessary.
- Performs opening and closing procedures for the Library.
- Assists with scheduling patron use of the meeting room according to Library policy.
- Shelves materials accurately.
- Sorts and distributes mail.
- Assist with library programs, displays, and special projects as needed.
- Performs other duties as assigned.

E. Minimum Qualifications Required

1. Education and Experience

- Some college coursework required; college degree preferred

2. Knowledge and Skills

- Strong background and genuine enthusiasm for working with the public
- Knowledge and appreciation of books, literature, and movies
- Creativity, flexibility, and attention to detail in completing various tasks
- Excellent communication and customer service skills
- Strong organizational, computer, and keyboarding skills; general savviness regarding technology and interest in keeping up with fast-paced change
- Ability to work as part of a team, as well as independently

- Common sense and sound judgment
- Experience in library services and automated library systems preferred
- Familiarity with downloadables (audio and eBooks) and associated electronic devices preferred
- Flexible schedule preferred

3. Physical Requirements

- Reach highest and lowest shelves in the Library, with use of a stool or stepladder
- Move book carts between multiple floors, with use of an elevator
- Lift and carry loads of up to 25 pounds

F. Scheduling Requirements

This position is a temporary (seasonal), hourly part-time, non-exempt position. This position is expected to work a minimum of 4 hours each week, with an average of 12-16 hours per week when needed. The schedule for this position is variable and will include some evenings (Tuesday/Thursday) and Saturdays, depending on the needs of the Library.

G. Pay & Benefits

This position has a starting wage of \$14.23-\$15.71 per hour. This position does not include any benefits.