

Position Definition

- Performs responsible and varied library services in the circulation of materials; performs clerical-administrative work; assists patrons in using library services and facilities

Qualifications Required

- High school diploma or equivalent; 2 years college at an accredited institution desired
- Experience working with the public; library experience desired

Knowledge, Skills and Abilities Required

- Effective oral and written expression
- Keyboarding skills and ability to learn how to use the library's automated systems
- Ability to work effectively with library staff and patrons
- Demonstrated patience, cooperation, team-effort, and reliability
- Knowledge of books, authors, and readers' interests
- Knowledge of library principles and practices

Specific Responsibilities

- Performs all circulation desk duties in accordance with established procedures: checks out and discharges library materials; registers new patrons; maintains patron files; reserves books; computes and receives overdue fines and fees for other services
- Assists patrons in the use of the online catalog, databases, and other library resources
- Responds to requests for information and assistance; refers more difficult inquiries to appropriate professional staff
- Processes and prepares materials for addition to the collection
- Returns materials to the shelves and maintains shelf order
- Prepares topical displays and assists with general merchandising of library materials
- Processes overdue notices and handles procedure for damaged or lost library items; processes withdrawn materials
- Makes minor repairs to books and materials
- Attends workshops and training seminars as appropriate to the position
- Performs other duties as assigned by the Circulation Supervisor

Note: The above tasks and responsibilities are illustrative only. They are not intended to be all-inclusive of every task or responsibility.

Supervision Received

Town of Somers – Somers Public Library
Library Assistant – Circulation

- Works under the general direction of the Circulation Supervisor

Physical Exertion/Environmental Conditions

Performs duties in an office environment. The noise level in the work environment is generally quiet. Some stress involved in public contact. May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in a computer screen.

Must be able to lift and carry books, equipment and office files. The employee is frequently required to stoop, reach with hands and arms, stand, and walk.