Terryville Public Library
Circulation Assistant

General Statement of Duties: Performs various library tasks mainly related to Circulation but may perform similar tasks for other departments

Supervision Received: Directly responsible to Circulation supervisor

Supervision Exercised: In the absence of other supervisory personnel, supervise pages

Examples of Work: (including but not limited to)
- Opens and closes circulation desk functions, and the library building as needed
- Checks material in and out, registers patrons, collects fines and settles bills for overdue or missing materials
- Responds to patron questions regarding library services in person, online, and on the telephone
- Processes library material as needed including use of the library automation system
- Reserves materials for patrons, accepts interlibrary loan requests in the absence of reference staff, assists patrons in use of library equipment (i.e. copier, fax machine, computers, etc.), assists patrons in locating resources
- Reviews and orders materials for assigned collection area
- Assists in stack maintenance, registration files and statistics
- May prepare library public relations materials and assist with library reports

Knowledge, Skills and Ability:
- Ability to clearly communicate with the public
- Ability to do general clerical work
- Ability to do detailed work accurately
- Ability to understand and carry out written and oral directions
- Must have the ability to communicate effectively orally, in writing and by listening with the ability to understand and follow oral and written instructions in English at an 8th grade level
- Ability to acquire and understand current library technical skills and trends
- Awareness of the purposes and functions of the public library
- Working knowledge of computer applications for library service

Experience and Training:
High school graduate. Some library and customer service experience preferred.

Physical requirements:
- Ability to push and pull library book trucks weighing 100-300 pounds
- Carry up to 15 pounds of books across library
- Stand, bend and stretch to reach high and low shelves