



NEWAYGO AREA DISTRICT LIBRARY is seeking applicants for a supplemental circulation assistant. Open until filled. To apply, email a cover letter and resume to the Director at director@newaygolibrary.org

JOB TITLE: Circulation Assistant

Hours: 15-18 hours per week that includes some afternoons/evenings and Every Other Saturday.
Starting Wage range: \$13.50-14.00 per hour.

GENERAL JOB DESCRIPTION: This is a customer service position which includes clerical work performing routine tasks following established library procedures.

SUPERVISION: Works under the general direction and supervision of the Library Director.

DUTIES INCLUDE BUT NOT LIMITED TO:

1. Performs routine circulation operations, including checkout, check-in, over-dues and bills, fine and fee collections, patron registration, maintenance of patron records, processing Inter-Library and Mel-cat holds, processing circulation reports.
2. Shelves materials, reads shelves, and straightens areas daily as necessary.
3. Answers the telephone in polite and professional manner; makes appropriate referrals.
4. Responsible for handling financial transactions via cash register or Square.
5. Aids patrons in use of copy and fax machine, with computers and technology, and library apps.
6. Performs shelf checks for overdue materials prior to mailing patron notices.
7. Provides reader's advisory and reference help to patrons as needed.
8. Assists patrons in use of library facility by directing them to appropriate areas and staff.
9. Maintains confidentiality of all patron records and transactions.
10. Creates monthly and theme-related displays to highlight Library materials as directed.
11. Other duties as assigned.

KNOWLEDGE AND ABILITIES:

- Enjoys helping others of all ages to use library resources.
- Able to work independently and with others. Takes initiative to execute work responsibilities.
- Ability to comprehend and follow instructions in verbal or written form.
- Has good customer service and skills. Strong oral and written communication skills.
- Able to work with computers, office equipment, and graphic software.
- Proficient in creating and scheduling Social Media.
- Attention to detail

REQUIREMENTS:

- At least 18 years of age.
- Bachelor Degree preferred.
- Minimum of two (2) years customer service experience. Previous library experience preferred but not required.
- Possession of valid Driver's License and reliable vehicle.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities which comprise this position.