FONDULAC District Library

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JOB DESCRIPTION:	**CIRCULATION ASSISTANT**
Supervisor/Department:	**Circulation Manager/Circulation Department**
Supervisees:	**None**
Status:	**Non-exempt, hourly, part-time**

Job Purpose:
Under the general supervision of the Circulation Manager, this employee will assist in the general work of the Circulation Department. Day, evening, and weekend work, including Sundays (September – May), is required.

Essential Functions:
- Perform established procedures related to patron registration and accounts and the circulation and shelving of library materials.
- Accurately shelve and retrieve library materials independently using the Dewey Decimal System and other classification systems specific to the library.
- Refer patrons to the Youth Services and Adult Services desks, as needed.
- Maintain knowledge of and provide assistance for circulation systems.
- Assist the Circulation Manager with special projects.
- Provide excellent customer service to all patrons.

Further Responsibilities:
- Represent the library in a positive fashion at all times.
- Cooperate with all staff in performing duties essential to providing quality customer service and the achievement of library objectives, goals, and mission.
- Communicate and enforce library policies with patrons of all ages.
- Keep current with library profession by participating in appropriate meetings, workshops, and training sessions.
- Other reasonable duties as necessary.

Abilities, Skills and Knowledge:
- Ability to gain thorough knowledge of Fondulac District Library's Policies & Procedures.
- Ability to use effective decision making, interpersonal, and communication abilities with strong customer service and public service focus.
- Ability to maintain a pleasant and productive working environment.
- Ability to stand for long periods of time, to bend and reach, and to lift or push 50 pounds, if necessary.

Experience and Training:
- High school graduate or equivalent and experience in customer service required.
- Associates Degree, LTA Certificate, and/or public library experience preferred.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Updated: July 3, 2019

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