

MPHPL Job Opening

TITLE: Circulation Services Library Assistant

LOCATION: Harris Branch (location subject to change)

CLASSIFICATION: 2-Library Associate

CERTIFICATION: N/A

STANDARD HOURS OF WORK: 30 hours per week (subject to change)

- Mondays: 2-8
- Tuesdays: 9-6
- Thursdays: 9-6
- Fridays: 9-6*
- Saturdays: 8-5 (every third Saturday, with compensating time off on Fridays during the same work week)

WAGE: *minimum starting pay of \$10.00 per hour*

FLSA STATUS: Non-exempt

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Circulation Services Supervisor

QUALIFICATIONS AND WORK SKILLS:

1. High School graduate or equivalent.
2. Basic math and reading skills.
3. Basic computer skills.
4. Ability to learn the library's automated circulation system.
5. Ability to communicate and work harmoniously with other employees and patrons.
6. Ability to work independently and accurately.
7. Ability to learn new skills and follow directions.

RESPONSIBILITIES AND DUTIES:

The purpose of this position is to assist with staffing the Circulation desk and maintaining efficient public service.

ESSENTIAL JOB DUTIES:

1. Familiarity with general library operating policies.

2. Prepare the circulation desk for daily operation.
3. Check out and check in all types of library materials, as well as assisting patrons with the self-check system.
4. Shelve all types of library materials, as needed.
5. Collect fines and fees.
6. Issue library cards to patrons using current policies and procedures
7. Process reserves, holds, interlibrary loans and damaged materials.
8. Sort mail daily according to identified procedures.
9. Answer the telephone and direct calls to appropriate staff
10. Responsible for assigned shelf reading.
11. Handle donated materials.
12. Ability to work independently using good organizational skills.
13. To perform other duties as assigned to insure the smooth and efficient operation of the library.

PHYSICAL REQUIREMENTS:

1. Ability to frequently pull a loaded book cart out of the dumbwaiter, elevator, or across the rooms to shelving areas.
2. Ability to frequently lift and carry 20-30 pounds of books to shelving or work areas.
3. Ability to constantly stand, bend or stoop for extended periods of time.
4. Ability, stamina, and balance to perform basic movements frequently. These movements could include squatting, bending and stooping, marching, turning in circles, and lifting arms overhead.
5. Ability to occasionally sit for short periods of time while keyboarding or typing.

Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day

Revised April 2018