

# Circulation Assistant, Grimes Public Library

Approx. 27 hrs/week (M/T/W 11:45-7, Sat 8:45-3:15, Sun 12:45-4:15)

**Application Deadline: January 3<sup>rd</sup>, 2014**

## APPLICATION

Applications are also available for pickup from the Grimes Public Library.

Please return applications to Philip Delgado, Head of Circulation, Grimes Public Library, 200 N. James St. (PO Box 290), Grimes, IA 50111

## PURPOSE OF POSITION

Primary responsibilities may be to work at the circulation desk by performing necessary computer, clerical, record keeping and public relations tasks involved in providing assistance to library customers. Uses standard office equipment including the computer to check in/out books, videos, CD's, and related media materials owned by the library. Performs some supervisory duties and continuity for part-time circulation staff at the direction of the Head of Circulation. Other assignments may include providing support for library programs as directed.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises weekend library staff, provides policy continuity for evening staff.

Checks materials in and out using standardized procedures.

Sorts and checks books, videos and other library materials collected at circulation desk or return slots.

Cleans books, videos, and related library materials as needed; checks for damages and follows prescribed procedures in processing damage requests. Monitors returned items to ensure they are undamaged.

Registers new customers in library automation system; renews cards that have expired and issues replacement cards for cardholders who have lost them.

Assists in holds notification process; places requested items on hold for customers; checks holds that come in.

Registers and assists customers enrolled in special programs offered at the library. Assists other staff members in preparation and delivery of programs.

Collects money due and makes change; records data in computer. Answers phone.

Performs other duties including, but not limited to, general cleaning, maintaining orderly appearance of the library and materials, opening and closing library, emptying drop box and checking in items, assisting in special events, and attending staff meetings.

Performs related duties as requested.

Regular work attendance is required.

## REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma and prior work/supervisory experience.

Associates degree preferred.

*Equal Opportunity Employer*