

JOB DESCRIPTION

ADL

Albion District Library

www.albionlibrary.org

Position: Substitute Circulation Assistant

Range: \$9.25/hr

Reports to: Circulation Manager

Supervises: None

JOB SUMMARY

Under the general direction of the Circulation Manager, performs a variety of services in support of the circulation function and provides reference and information services. Serves as a substitute for regular circulation staff. Specific duties will vary in variety and volume depending on location (Youth, Adult Room).

Those hired to the circulation substitute ("sub") pool will be paid for any orientation or training required, as well as hours worked, with no further guarantee of hours or employment.

DUTIES AND RESPONSIBILITIES

1. Provides and maintains correct contact information in the Library's sub pool directory and responds to regular phone or email prompts to confirm this contact information.
2. Responds promptly to open shift calls regardless of availability to fill said open shifts.
3. Serves the public at the circulation desk by checking in and out library materials, collects money from overdue fines and lost and damaged materials, issues new/replacement library cards, registers new patrons and processes name and address changes.
4. Responsible for collection maintenance duties: sorts and shelves library materials; empties book drop; shelf reading; shifts materials; cleans, dusts, and inspects library materials for damage; discards and may repair library materials under supervision.
5. Assist patrons in their search for library materials.
6. Provides reference and information services to the public in person, by telephone or by email. Duties include, but are not limited to: receiving and answering of questions regarding library collections, services, and programs, performing a reference interview and conduction research to obtain sources of information. Refers in-depth requests for information to Deputy Director or Circulation Manager.
7. Effectively facilitates access to ADL's digital ebook collection by providing demonstrations of and assistance with multiple format eReader devices.
8. Provides information to customers regarding the library's circulation policies, procedures and refers issues to management as appropriate.

9. Provides assistance to patrons and staff in the use of library equipment and machines (e.g.: copier, on-line catalog, word processing, etc.) and performs routine maintenance and corrects minor malfunctions of library equipment (changing ink cartridges, clearing paper jams, etc.).
10. Performs other clerical tasks upon request, including word processing, and checking in new materials.
11. Provides routine information to the public in person or by telephone regarding the Library's circulation policies, procedures, and availability of materials.
12. Provides back-up duties in the absence of Circulation staff and assists with the opening and closing shifts of the Library.
13. Provides technical support and assistance to patrons in the use of technology databases, systems and databases.
14. Other duties as assigned.

JOB REQUIREMENTS

1. High School diploma or GED required. Some college coursework required.
2. One or two years or progressively more responsible work experience in library, retail or similar setting.
3. Basic clerical skills including computer and telephone skills.
4. Demonstrates professionalism and a positive approach to Library activities
5. Working knowledge and understanding of ADL operations, policies and procedures.
6. Ability to work under general supervision and adhere to established policies and procedures.
7. Interpersonal and communication skills necessary to work with a variety of individuals and establish and maintain effective working relationships with Library patrons and personnel. Must be able to demonstrate effective oral and written communication skills.
8. Must possess basic mathematical skills necessary for routine calculations.
9. Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. Will also be required to have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
10. Manual dexterity, and sufficient keyboarding/PC skills to effectively access information on the computer.
11. Hearing ability to answer telephone and patron inquiries.
12. Ability to operate a variety of library equipment including a computer, fax machine, cash register and copy machine.

WORKING CONDITIONS

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust and noise.
2. Work hours may be varied, including evenings and weekend hours.
3. Frequent sitting/standing in one position for extended periods of time.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.