

Albion District Library

501 S Superior Street, Albion, MI 49224

Position: Circulation Assistant - Casual

Range: \$10.00/hr

Reports to: Circulation Manager

Schedule: Up to 15 hours per week, including two Saturdays per month.

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. Specific duties will vary in variety and volume depending on location (Children's Room, Adult Room).

Duties and Responsibilities

1. Serves the public at both the Children's Room Circulation Desk and the Adult Room Circulation Desk. This includes checking library materials in/out, registration of new patrons, providing reference services, assisting patrons in the use of technology and library equipment, and other general duties.
2. 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.
3. Responsible for maintaining an up-to-date working knowledge of library policies and procedures. Recommends/initiates ideas for change in the organization.
4. Opens and closes the Circulation Desks in the absence of management. Assigns tasks to Work Study staff.
5. Regularly attends staff meetings, training, and professional development opportunities.
6. Works a varied schedule including frequent evening and Saturday shifts.
7. Other duties as assigned by the Head of Public Services or Library Director.

Job Requirements

1. High school diploma or GED, or current enrollment, required. Some college coursework preferred.
2. Basic clerical skills including computer and telephone skills. Must be comfortable with internet searching, word processing, and e-mail use.
3. Demonstrates professionalism and a positive approach to Library activities. Is able to work effectively with a diverse staff and the general public. Must possess strong oral and written communication skills.
4. Must possess basic mathematical skills necessary for routine calculations.
5. Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials, and operate equipment. Must have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 25 pounds.

6. Computer skills necessary to effectively utilize common software applications and internet services.
7. Hearing ability to answer telephone and patron inquiries.
8. Must be able to create and maintain a positive working relationship with coworkers and supervisors.
9. Must enjoy working with people of all ages.

Working Conditions

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust and noise.
2. Frequent sitting/standing in one position for extended periods of time.

Please e-mail a completed application to Linda Meeks, Circulation Manager at lmeeks@albionlibrary.org. Applications can also be dropped off or mailed to Albion District Library, 501 S Superior Street, Albion, MI 49224

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.