

Part Time Circulation Assistant

The Ashe County Public Library is seeking a friendly, motivated, and service driven individual to join our front line staff. Our busy circulation department is the heartbeat of the library. Employees in this position are expected to provide the highest level of friendly service to our guests. Circulation Assistants perform a wide range of duties in a fast paced environment.

DATE LISTED

July 12, 2017

TITLE

Circulation Assistant

LIBRARY

Ashe

County Public Library

CITY

West Jefferson

HOURS

20 hours per week, some weekend and evening hours are required.

SALARY

\$8.01 hourly

QUALIFICATIONS

High school diploma and previous work experience required; some college and/or Spanish desirable.

DUTIES

An employee in this position performs circulation, registration, readers' advisory, and ready reference duties.

EXAMPLES OF WORK

Provides a friendly welcome to all library visitors
Charges and discharges library materials through automated circulation system
Registers new library cardholders, renews cards, and updates patron information
Helps library users locate various library materials within the ARL system
Reads shelves to ensure materials are in proper order
Notifies users of overdue materials and reserves in person, by phone, or mail
Collects fines and fees
Shelves books and other library materials as needed
Answers telephone at Circulation Desk and directs calls

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to deal tactfully, courteously, and effectively with the public and other employees.
Effective verbal and written communication skills. Ability to use computers for both internal and external projects and information.

TO APPLY

Send cover letter, resume, and references to
Jessica Weaver at jweaver@arlibrary.org