



## POSITION DESCRIPTION

### Wilmington Public Library is an Equal Opportunity Employer

<b>Job Title:</b> Circulation Assistant	<b>Classification:</b> Circulation Associate
<b>Supervisor:</b> Branch Manager	<b>Bargaining Unit:</b> this position is in a union
	<b>Location:</b> Clinton-Massie Library

This position is part-time, 10-24 hours per week, primarily evenings. Weekend hours may be added at a future date.

#### Principal Duties:

The Circulation Assistant position is supervised and evaluated by the Branch Manager and may also take direction from the Youth Services Assistant or another on-duty supervisor.

Under indirect supervision, this position requires considerable contact with the public and performs a variety of functions including, but not limited to circulation and registration, placing reserves, assisting patrons in finding specific materials and other forms of patron assistance. This position may also be required to perform other clerical duties including, but not limited to packing and unpacking materials, recording and verifying deliveries, processing mail, data entry and bibliographic maintenance. This position is required to shelve library materials as needed. This position may assist with Technical Services functions as requested and as well as with public programs.

This employee will need to work closely with other staff and may attend continuing education opportunities to gain knowledge, skills and abilities to assist in carrying out the library's mission and adopted goals.

#### Minimum Qualifications:

- Minimum high school diploma or G.E.D. Equivalent
- Some experience with general clerical skills including typing, filing, and computer skills, or any equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities upon approval by the Library Director.

#### Knowledge, skills, and abilities required:

- Ability to learn the general rules and regulations of library systems
- Ability to learn library circulation and processing procedures
- Ability to learn general types and uses of library materials, including basic reference sources and materials
- Ability to work with limited supervision (position description 2019.08A)



- Ability to follow written and verbal directions
- Ability to deal tactfully and courteously with the public; to establish and maintain effective working relationships with co-workers
- Ability to assist other staff in various phases of library work
- Ability to sort and file alphabetically and numerically
- Ability to read numbers and letters rapidly and accurately
- Ability to communicate effectively, both orally and in writing
- Ability to maintain composure in stressful work situations
- Experience with computers and other common office equipment
- Ability to make decisions in accordance with library policies and procedures

### **Typical Duties:**

- Projects a positive and pleasant attitude to the public and cooperates and maintains an effective relationship with other staff members as part of a team
- Serves patrons in a courteous and business-like manner
- Works efficiently and accurately with library computer systems
- Processes reserves and takes holds
- Sort and reshelve library materials
- Performs opening and closing procedures
- Performs circulation duties and answers basic informational questions
- Registers patrons in an accurate and timely fashion
- Assist patrons with library equipment and relates software and collects related usage fees (i.e. copier, microfilm and reader/printer, computers, internet copies, etc.)
- May inform and enroll patrons for reading programs, book discussion groups and any other library sponsored programs
- May perform inter-library loan duties
- General clerical; answer telephone and route messages and filing
- May clean and repair library material as needed
- Adheres to library policies and procedures
- Performs related work as required

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. Other duties may be assigned at the discretion of the Manager or other supervising employees.

(position description 2019.08A)