

CIRCULATION ASSISTANT

Part Time position available

Class: LA2
Status: Non-Exempt

Boone County Public Library is seeking a dynamic, motivated individual for the part time position of Circulation Assistant. Under the general direction of the Branch Manager, the Circulation Assistant is responsible for providing outstanding customer service and library services related to the circulation of library materials to the public. The Circulation Assistant interacts extensively with the public and other staff members. This part time position (15-20 hours per week) will work days, nights and a weekend rotation.

RESPONSIBILITIES

- Provide customer service at the public service desk
- Check library materials in and out
- Register new library customers and maintain customer accounts
- Answer questions, in person and by telephone, regarding customer accounts, library programs and services, and library policy and procedure
- Answer the telephone and direct calls
- Perform general desk duties including filing, word processing, recording statistics, and processing magazines and newspapers
- Calculate charges/fees; operate cash register
- Assist customers with copy machines and other technology

Perform related duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma
1-2 years customer service experience

OTHER REQUIREMENTS

Ability to deal tactfully and effectively with the public and with other staff members
Ability to work under general supervision
Ability to communicate effectively orally and in writing
Ability to understand and follow oral and written instructions
Ability to do repetitive tasks with speed and accuracy
Ability to adhere to prescribed routines
Proficiency with computers, the Internet and various software programs

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PHYSICAL DEMANDS

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]
Reaching, bending, kneeling and crouching to retrieve and replace library materials
Movement throughout the facility locating/retrieving materials and assisting users for 4-8 hour shifts
Handling and manipulating library materials; fingering pages, cards, forms, etc
Operating computer and office equipment
Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of font sizes and styles

Compensation

\$ 11.95 per hour

Position will remain open until filled.

If you have the qualifications for this position, send cover letter, application and resume to:

Human Resources Manager
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
E-mail: jobs@bcpl.org
Fax 859-689-0410