CIRCULATION ASSISTANT - YOUTH SERVICES
Part-time position available – Scheben

Class: LA2
Status: Non-Exempt

Boone County Public Library is seeking a dynamic, motivated individual for the position of Circulation Assistant for Youth Services. Under the general direction of the Youth Services Manager, the Youth Services Assistant performs specialized tasks related to the circulation of library materials and functions of the Youth Services Department. The Youth Services Assistant interacts extensively with the public and other staff members. This part-time (15-20 hours per week) position 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 clerical 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 understand and follow verbal 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
Familiarity with children’s literature
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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, to pack and unpack boxes
Movement throughout the facility locating/retrieving materials and assisting users
Handling and manipulating library materials for 4-8 hour shifts
Fingering book pages, cards, forms, etc
Operating computer and office equipment
Visual acuity sufficient to read primarily typed or printed text in a variety of font sizes and styles

Compensation
$ 10.60 per hour, approximately 15-20 hours per week

If you have the qualifications for this position, send application, cover letter 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

Resumes received prior to June 4th, 2019 will receive first consideration.