

## **CIRCULATION ASSISTANT – Youth Services**

### **Part Time position available at Scheben**

**Class:** LA2  
**Status:** Non-Exempt

Boone County Public Library is seeking a motivated individual with a positive attitude for the part time position of Youth Service Circulation Assistant. Under the general direction of the Youth Service Manager, the Youth Service Circulation Assistant is responsible for specialized tasks related to the circulation of library materials and functions of the Youth Services Department. The Youth Services 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.

#### **As a YS Circulation Assistant, a typical day may include the following...**

- ✓ 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 other duties as assigned

#### **This job maybe a good fit for you if you have...**

High school diploma  
1-2 years customer service experience

#### **SKILLS AND ABILITIES**

Ability to deal tactfully and effectively with the public and with other staff members  
Local travel within Boone County (mileage reimbursed per BCPL policy)  
Ability to work under general supervision  
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  
Familiarity with children's literature  
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

**CIRCULATION ASSISTANT – Youth Services**  
**Part Time position available at Scheben**

**What we have to offer...**

\$ 12.30 per hour, approximately 20 hours per week plus a great working culture and flexibility.  
Also offering Dental and Vision coverage at no cost to the employee.

**Position will remain open until filled.**

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

Human Resources Director  
Boone County Public Library  
1786 Burlington Pike  
Burlington, KY 41005  
E-mail: [jobs@bcpl.org](mailto:jobs@bcpl.org)  
Fax 859-689-0410