

Circulation and Program Assistant  
Alfred Box of Books Library

Summary of Position

The Circulation and Program Assistant manages the daily operation of the library, performing circulation tasks as required for the successful operation of a service oriented library responsive to community needs. This position also assists in providing program opportunities to the community.

Duties

- € Helps establish and maintain a high customer service performance standard.
- € Assists library customers in their use of the library and digital collections.
- € Performs a full range of circulation desk duties including but not limited to issuing library cards, checking materials in and out, reserving books, preparing materials for interlibrary loan.
- € Assists in training and supervising volunteers and student workers, and assigns appropriate tasks to maintain operations.
- € Recommends materials for acquisition based on program and patron needs.
- € Learns the Integrated Library System (ILS) and Blue Cloud Analytics (BCA) to assist in the maintenance of the library collection and processing of new materials.
- € Keeps the collection properly organized through proper shelving and shelf reading.
- € Assists with planning, implementing, and evaluating programs to meet community needs for children, teens and adults.
- € Works to establish community partnerships with local businesses, artists, leaders, and community members.
- € Assists with the creation of posters, bulletins, displays and other publicity to promote library services and programs.
- € Participates and attends workshops to maintain knowledge and stay abreast of current trends in library programming.
- € Assists with maintaining a welcoming environment with light housekeeping duties such as vacuuming and organization.
- € Works on special projects and additional duties as assigned by the Library Director

Knowledge and Skills

- € Tact, courtesy, and professionalism in dealing with members of the public
- € Basic computer skills, including Microsoft Applications
- € Knowledge of digital library platforms preferred, but not required
- € Strong written and verbal communication skills required

Minimum Education, Training, and Experience

- € Minimum of Associate's Degree preferred
- € Library experience is not required, but preferred.

Hours:

- 24 hours per week to include evenings and occasional weekends