



CATALOG AND CIRCULATION ASSISTANT JOB DESCRIPTION

Reports to: Director

Summary: The Catalog and Circulation Assistant provides excellent customer service for patrons at the circulation desk. In addition, he/she assists the Director with cataloging and processing items and collection maintenance.

Essential Job Duties:

- Assist patrons with all circulation related transactions such as, checking items in and out; processing holds; registering patrons; collecting fines and fees.
- Maintain cleanliness and orderliness of all areas visible to the patron.
- Return materials to the shelves in accurate order.
- Understand and apply library policies and procedures in daily work.
- Provide reader's advisory for children and adults.
- Assist patrons with use of library's computers, as well as software and applications related to the library.
- Establish and maintain positive, effective relationships with patrons and co-workers.
- Identify and prioritize work to best meet patron and library needs.
- As needed, assist with programming preparations.
- Work alone in library during open hours, including evenings.

Skills and Traits:

- Ability to effectively communicate both orally and in writing with patrons and co-workers.
- Possess strong computer skills, including MS Office and Google Suite.
- Pay attention to details.
- Enjoy working with public.
- Enjoy sharing information about books.

On the Job Training Required:

- Complete the core courses and the technology self-assessment for the Iowa Library Staff Endorsement during the first twelve months of employment.
- Complete four additional modules and receive Staff Endorsement from the State Library of Iowa within the first twenty-four months of employment.
- Complete ten hours of continuing education each year thereafter and maintain Staff Endorsement from the State Library of Iowa.

Qualifications:

Minimum	Preferred
High School Diploma	Associate Degree in relevant field
Experience working with the public	Previous customer service employment
	Avid Reader

Physical Requirements:

- Carry up to 20 pounds for forty-paces.
- Bend, stoop, climb and/or stretch adequate to reach top and bottom book shelves.

Licenses/Certifications:

- Successfully pass a background investigation.
- Obtain and maintain State Library of Iowa Staff Endorsement.

Pay Range: 2021 - \$11-15 per hour