

EAST CLEVELAND PUBLIC LIBRARY

POSITION DESCRIPTION

An Equal Opportunity Employer

Job Title:	Circulation Assistant
Immediate Supervisor:	Circulation & Technology Manager
Positions Supervised:	None
FLSA Status:	Part-Time
Pay Grade:	14

GENERAL SUMMARY:

Under general supervisor, the Circulation Assistant charges library materials in and out, assists with collection maintenance and processing materials, and provides assistance to library patrons.

ESSENTIAL JOB FUNCTIONS:

- Checks library materials in and out on automated system; checks materials for damage; revises materials, as necessary, or forwards to appropriate department for processing
- Responds to questions from patrons in person and over the telephone
- Routes new library materials from Technical Services
- Collects fines and fees and prepares receipts; tallies and empties cash drawer
- Processes patron registration and issues new and replacement library cards
- Directs patrons to appropriate areas of the library
- Assists patrons in using library equipment
- Answers telephone calls and transfers to the appropriate department or person
- Prepares Send Item lists and compiles statistics
- Assists in processing magazines, verifies information, and withdraws correct database, as necessary
- Assists in processing of Interlibrary Loan Delivery; processes returns, monitors overdue items; sorts labels and bags for pickup and delivery; prepares daily manifest sheets
- Maintains library card registration system; gathers and compiles patron registration information; verifies patron information entered into system; checks for duplicate entries; enters additional information to complete registration process
- Verifies status of library materials and overdue notices as needed; prepares unclaimed materials lists; prepares notification to patrons regarding damaged audiovisual materials, types correspondence and other documents as assigned
- Performs additional duties and assignments, as requested

SKILLS:

- Exceptional communication skills, both written and verbal
- Ability to follow verbal and written instructions
- Ability to read, copy, and record words and figures

- Ability to sort items into categories according to established methods
- Ability to answer routine telephone inquiries from the public in a professional and courteous manner
- Ability to serve library patrons from diverse cultural and educational backgrounds in a pleasant, considerate and thorough manner
- Ability to work independently and with a team
- Ability to perform detail-oriented duties accurately
- Ability to organize and prioritize workload
- Ability to perform the physical activities associated with this job
- Knowledge of basic computer operations and data entry

QUALIFICATIONS:

- High School education or equivalent

PREFERRED QUALIFICATIONS:

- Experience working in a public, academic, or school library

OTHER REQUIREMENTS:

- Ability to pass a criminal background check
- Ability to lift up to 50lbs

**Application and job description are available at <http://www.ecpl.lib.oh.us/cjob.html>.
Submit application online. Resumes and cover letters can be emailed to ecpljobs@ecpl.lib.oh.us or mailed to:**

Hiring Committee
East Cleveland Public Library
14101 Euclid Avenue, East Cleveland, OH 44112