

Library Assistant I – Circulation Substitute

DESCRIPTION

HOURS AND WAGES: This is a 1-3 hours per week position that begins at \$9.00/hour. Benefits are not included. Additional hours will be scheduled as needed. Schedule may include daytime, evening or weekend hours.

DEFINITION: Performs a variety of technical public service work involving an automated circulation system.

RESPONSIBILITIES

CIRCULATION SUBSTITUTE:

Provide customer service and promote library programs at the Circulation Desk.

Check library materials in and out and maintain patron accounts in the collection of fines and fees, and registering and issuing patron cards.

Direct patrons to the general location of library materials, library equipment, and other departments.

Count money for cash drawer and balance it at the end of day.

Interact extensively with patrons in person and over the telephone.

Retrieve library materials from book drop.

Perform routine shelf checks.

Sort returned library materials and place in designated areas.

Process library holds.

Inspect returned library materials for damage.

Operate general office equipment, to include but not limited to: copy machine, telephone, fax machine, and calculator.

Perform related duties and responsibilities as required.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE:

High school diploma or GED equivalency required; Microsoft Office computer experience; library or public service experience; effectively perform several tasks concurrently with ease and professionalism; ability to communicate clearly and concisely, verbally and in writing, in English; excellent interpersonal and customer service skills; ability to develop and maintain positive relationships with library customers, patrons, vendors, staff, and management required.

LICENSE, CERTIFICATE, OR SPECIAL REQUIREMENTS: None.

PHYSICAL REQUIREMENTS: Requires maintaining a physical condition necessary for standing and walking; frequent lifting and carrying objects of light weight (5-10 pounds) and moderate weight (12-20 pounds); frequent pushing of a wheeled cart weighing up to 75 pounds; frequent bending, stooping, reading, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and utilizing a keyboard, sitting, or standing for extended periods of time. Tasks require sound perception, visual perception, and oral communications ability.

TO APPLY: Please return to the Boulder City Library a letter explaining your interest in this position (cover letter), the Boulder City Library Application for Employment, and a resume.

Please turn in all three items above to the Circulation Desk of the Boulder City Library no later than 8:30pm, Thursday, April 27, 2017. No telephone calls, please.

Applications are available from the Circulation Desk at the Boulder City Library, 701 Adams Boulevard, Boulder City, NV, 89005, and on our website at www.bclibrary.org.