

**PITTSTON MEMORIAL LIBRARY
CIRCULATION ASSISTANT**

SCOPE OF THE JOB:

1. Under the direction of the Circulation Manager and the Director, this employee performs duties that maintain and enhance library services such as assisting patrons, assisting in the circulation process, and promoting programs and services.
2. The work involves assisting patrons with all library needs and completing the day-to-day tasks involved in the operation of the library.
3. The work requires the exercise of professional skill, initiative, and independent judgment.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists patrons at the circulation desk and throughout the library.
 - a. Checks materials in and out.
 - b. Issues and renews library cards.
 - c. Answers the telephone and faxes documents.
 - d. Markets library programs to patrons.
 - e. Prints and mails overdue notices.
 - f. Collects and records fines for overdue books.
 - g. Processes and records donations, honorariums and memorials.
 - h. Processes books for interlibrary loans and holds.
 - i. Places holds on materials and notifies patron when materials are ready for pickup.
 - j. Performs reference services and provides referrals and reader advisory as needed.
 - k. Assists patrons with the operation of the library computer system, public access computers and copier.
 - l. Maintains and updates confidential patron records.
2. Maintains the collection.
 - a. Shelves library materials frequently and correctly.
 - b. Maintains circulation desk, library space and display areas in an organized manner.
 - c. Reads shelves to maintain materials in appropriate location and order.
 - d. Assists in processing new books and periodicals for circulation.
 - e. Monitors the condition of library materials for needed repairs or replacement.
 - f. Removes pre-determined materials from system.
 - g. Processes donated materials.
3. Performs duties to open and close library, including some light cleaning.
4. Supports, promotes and implements library policies and procedures.

OTHER DUTIES:

1. Attends Luzerne County Library System meetings as needed for training.
2. Assists with special projects assigned by the Library Director and/or Circulation Manager.

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WORKING CONDITIONS:

1. Part-time position
2. Early evening and Saturday availability required.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess the ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for periods of the workday with intermittent periods of standing, walking, bending, twisting and reaching to carry out essential duties of the job.
3. Medium work, with occasional lifting/carrying of books, pushing book carts.
4. Must be able to analyze problems, use good judgement and make decisions.

QUALIFICATIONS:

A. EDUCATION/EXPERIENCE:

1. High School Diploma or G.E.D. Necessary
2. Experience in a public venue
3. Experience is handling money, making change

B. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. A knowledge of libraries, basic computer skills, excellent oral and written communication skills, the ability to prioritize tasks, and the physical strength to handle boxes of books.
2. Perform assigned duties accurately and in a timely fashion, work independently, and maintain a professional and service-oriented attitude.
3. Works in a pleasant and effective manner with patrons, co-workers, and the public.