

**ESSEX FREE LIBRARY
LIBRARY CIRCULATION ASSISTANT I
EVENING AND WEEKENDS**

WORK HOURS:

Part-Time. Hours alternate between 3 hours per week and 8 hours per week, for a weekly average of 5.5 hours. Hours include every Tuesday evening from 5-8, and every other Saturday from 9-2.

OBJECTIVE/PURPOSE:

Under the direct supervision of the Library Director, the Library Circulation Assistant I provides support at the circulation desk for both library patrons and staff, and contributes to the warm and welcoming atmosphere of the library.

ESSENTIAL FUNCTIONS:

- Participates actively in assuring patron satisfaction at the circulation desk.
- Checks books, movies, magazines, and other library materials in and out.
- Assists in the patron registration process, inputs data, and issues library cards to Essex patrons.
- Contributes to the smooth functioning of the library by:
 - Actively assisting patrons in book location and reader's advisory.
 - Assisting in answering and responding to phone inquiries.
 - Assisting other staff members when requested or needed.
 - Shelving and shelf reading as needed.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Enjoys excellent communication skills and rapport with community members and staff.
- Practices careful attention to detail on repetitive tasks.

- Contributes to the appearance and efficiency of the workspace.
- Exhibits flexible and reliable work-style.
- Asserts ability to shelve materials accurately on full shelf range including both top and bottom shelves.
- Is energetically attentive to the needs of the library and library team as a whole.

EDUCATION AND EXPERIENCE

The below list of qualifications and experience is desired, unless otherwise specified, for this position. Essex will consider any combination of education and experience that allows for successful performance in this role. The Town's goals include hiring the candidate who is best able to meet the objectives of the position. We, therefore, encourage persons with non-traditional skill sets and experiences to apply, even if candidates believe they do not meet 100% of the qualification and hiring criteria described. There will be in some instances licensures or other requirements that are legally required.

- High School Diploma or GED
- College Degree
- Familiarity with library management systems and a variety of other computer applications.
- Familiarity with literature and readers' advisory.
- Experienced working with people of all ages.