

Circulation Aide



GENERAL DESCRIPTION: Maintain the collections in proper order and assist in the circulation duties of the Winfield Branch Library of the Crown Point Community Library.

ESSENTIAL FUNCTIONS OF THE JOB (The following is not a comprehensive list but a representative summary of the primary duties and responsibilities.) A Circulation Aide at the Winfield Branch Library works under supervision of the Head of Winfield Branch.

- Cooperate as a team member with the library staff in performing any duty essential to the achievement of efficient library operations and excellent customer service.
- Shelf materials accurately in the collections.
- Straighten the collection as necessary and check the correct placement of materials by “reading” the collection as assigned.
- Assist at the Circulation desk to check items in and out for patrons.
- Assist in basic processing of materials to be placed in collection.
- Answer simple directional questions with knowledge of location of library collections.
- Assist with referral questions and direct patrons.
- Straighten tables, seating areas and other sections of the library by removing books and other materials and returning them to the circulation desk.
- Assist with other projects or activities as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to shelve materials in proper order according to alphabet or numerical order.
- Skilled in use of technology to provide library services.
- Ability to communicate effectively and positively.
- Ability to demonstrate excellent customer service to the public and coworkers.
- Ability to work harmoniously and effectively with other library staff.
- Ability and willingness to assist with special projects.
- Ability to follow directions accurately.
- Knowledge of Dewey Decimal System is preferred.

Circulation Aide



PHYSICAL DEMANDS

- The employee is routinely required to stand, walk, climb, kneel or crouch.
- The employee must be able to lift or move up to 25 pounds.
- The employee will routinely push carts of books and other materials.
- The employee will routinely use the computer for tasks and customer service

QUALIFICATIONS

- High school degree, or equivalent, required.
- Ability to interact positively and effectively with the public and staff.
- Flexible schedule, and able to work evenings and weekends.
- Proficiency in the use of computers and basic MS Office software.
- Knowledge of organization of library collections.

Grade: 2A