

**A NORTHWEST REGIONAL LIBRARY
Position Description**

TITLE: Substitute Circulation Assistant
CLASSIFICATION: Library Assistant

Job Summary

Under the supervision of the Branch Librarian, this employee substitutes for the Branch Librarian by performing varied clerical tasks in providing library service to the public.

Major Duties

1. Checks out materials to patrons.
2. Assists patrons in the location of materials.
3. Prepares interlibrary loan requests.
4. Registers library patrons; receives money for lost books and service charges.
5. Assists patrons in the use of the public access catalog and public access computers.
6. Carries out the duties of the circulation desk.
7. Shelves library materials.

Minor Duties

1. Plan and conduct storytime.
2. Maintain registration, circulation and petty cash records.
3. Compile data for statistical records.
4. Submit circulation, petty cash and payroll statistics to Headquarters by due date.

Abilities and Skills

1. The ability to understand and carry out oral and written directions.
2. The ability to establish and maintain effective working and public relations.
3. The ability to learn assigned tasks within a reasonable time and to adhere to prescribed library routines, policies and objectives.
4. Skill in the use of computers.
5. Ability to enter data at a reasonable working rate of speed.
6. Ability to make arithmetical computations accurately.

Physical Requirements

- Strength to lift and carry load up to 40 pounds.
- Physical endurance to work long (over 8 hours) days one day per week.
- Agility to stoop and stretch to shelve and retrieve materials.