



EAST CLEVELAND PUBLIC LIBRARY

CIRCULATION ASSISTANT

JOB DESCRIPTION

Job Title:	Circulation Assistant	FLSA Status: FT/PT Nonexempt
Reports To:	Public Service Team Leader	Grade: 14
Department:	Technology	Last Revision: 5/11/2017
Approved By:	ECPL Board of Trustee	

GENERAL SUMMARY:

Under general supervision, the Circulation Assistant charges Library materials in and out, assists with collection maintenance and processing materials, and provides assistance to Library patrons.

ESSENTIAL JOB RESPONSIBILITIES:

CIRCULATION

- Serves as a positive member of the Public Services team by communicating effectively with colleagues and managers, providing effective customer service to the public and library departments
- Checks Library materials in and out using an Sirsi, and automated system; check for damage
- Revises materials, as necessary, or forwards to appropriate department for processing
- Responds to patrons inquiries in person and over the telephone
- Routes materials to Technical Services
- Collects fines and fees and prepares receipts; tallies and empties cash drawer
- Processes patron registration and issues new/replacement cards
- Directs patrons to appropriate area of the Library
- Assists patrons in use of Library equipment
- Answers telephone calls and transfers to appropriate department or person
- Prepares Send Item lists and compiles statistics
- Assists with serial processing; verifies information and withdraws/corrects catalog/database as necessary
- Assists in processing Cargo delivery; processing returns; monitors overdue items; sorts, labels and bags items for pick-up and delivery; prepares Cargo Daily Manifest sheets
- Verifies status of Library materials and mails overdue & damaged material notices and invoices, as needed

- Prepares unclaimed materials list
- Performs basic typing and clerical duties

QUALIFICATIONS:

- High school education or equivalent
- Library experience preferred
- Knowledge of Library practices and procedures
- Demonstrates working knowledge of computer operations, standard office equipment (i.e. copiers, faxes, Microsoft Office)
- Understands and uses Sirsi or a similar Library operating system
- Must be able to perform basic searches on via the Library's online catalog

OTHER REQUIREMENTS:

- Attends staff meetings
- Serves on temporary committees, as requested;
- Assist patrons with carrying of books and other materials as needed
- Retrieves materials for the public, upon request
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Assists in monitoring, opening, closing and securing building
- Performs additional duties and assignments, as assigned
- Ability to lift 50lbs

East Cleveland Public Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, East Cleveland Public Library expects that all relationships among persons and employees in the work environment will be professional and free of bias, prejudice, and harassment.

I acknowledge receipt of this job description, and understand my responsibility to read and comply herein and any subsequent revisions; and I acknowledge receipt of my copy of the job description and that a copy of this acknowledgment will go into my personnel file.

Employee's Signature

Employee's Name (Print)

Date