



Job Description: Library Assistant 1 (Circulation Services)

Hours: As posted, including evenings and weekends

Salary: Starting at \$15.00/hour

Benefits: Sick Leave, PTO, 10+ paid holidays per year including birthday

Reports to: Supervisor of Circulation Services

Goal

To support the library Mission by providing excellent service in a courteous, timely, and consistent manner while maintaining the policies and guidelines of the library.

Job Requirements

- High school Diploma
- Ability to work evenings and weekend hours, as scheduled
- Personal grooming and attire must be clean and appropriate for public business
- Basic computer and business machine skills
- Basic skills in keyboarding, filing, spelling, and math
- Detail-oriented with excellent interpersonal communication skills
- Ability to prioritize and multi-task
- Ability to attend continuing education opportunities, as feasible. These opportunities are paid for by the Library.

Responsibilities

- Staff the Reference and Circulation Desks
- Ensure the library offers a friendly, welcoming environment to all patrons
- Check out materials and modify/create patron accounts,
- Explain and interpret library policies and procedures
- Perform basic reference interviews, while referring in-depth research to professional staff
- Assist patrons with resolution of fines and issues involving overdue, lost, or damaged materials
- Assist with library programming, as assigned
- Accurately shelve books, maintain cleanliness and organization of library
- Empty outside book drops.
- Perform opening and closing duties
- Assist in training new staff members, as assigned

- Keep work and public areas clean and organized.
- Other duties as assigned

Physical Demands and Working Conditions

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Environment: Library environment; extensive public contact.
- Mobility: Sufficient mobility to work in a library setting; operate office equipment
- Vision: Vision sufficient to read small print, computer screens, and other printed documents

FLSA status: Non-exempt

The Tecumseh District Library is an equal opportunity employer.