

# Circulation Desk Assistant - Academic Library

**Job Title:** Library Services Specialist I - Full-Time

**Hours:** Full Time; 40hrs/wk; 8:00am-5:00pm, Monday through Friday; will include some evenings and weekends.

## Job Description

### Major Duties

Under general direction of the Circulation Desk Supervisor, the Circulation Desk Assistant:

- Assists in maintaining smooth operation of the public services functions of the Circulation unit of the Library, including the charge desk, fines, the study room reservation system, the public computer checkout desk, photo identification desk, exit control, book renewals, mail processing, end-of-aisle operations in the Automated Storage and Retrieval System (AS/RS), mends, and processing of long-overdue accounts.
- Supervises inputting and maintenance of patron records in the automated circulation system;
- Performs support work for the Circulation Services Supervisor;
- Maintains adequate supply inventory for the unit;
- Oversees the entire Circulation department nights and weekends, in rotation and coordination with other unit staff; is responsible for building safety in the absence of supervisor and other unit personnel;
- Oversees attendance and work of student employees in absence of Circulation Desk Supervisor and Circulation Services Supervisor;
- Works on special projects, and performs other duties as assigned.

### Qualifications

Two years clerical or library experience with GED or equivalent; OR one year clerical assistant experience with two years of college; OR a Bachelor's Degree in job related field; OR completion of a trainee program with GED or equivalent required.

### Knowledge, Skills, & Abilities

- General knowledge of library policies and procedures and more specific knowledge of policies and procedures and work methods pertaining to the assigned functional area and work unit.
- Working knowledge of library terms and bibliographic formats and structures, including the ability to conduct a simple bibliographic search.
- Familiarity with institution's and library's ethical policies and practices associated with use of and access to library resources, including networked resources, as well as familiarity with established standards related to copyright and intellectual property protection.
- Knowledge of basic library research methodology and the ability to use it.
- Working knowledge of library computer applications, preferably Millennium. Ability and specialized skills to: use the library system(s) and subsystem(s) module(s) to perform assigned duties; access various on-line resources and databases used within the library and to use their standard features to perform technical work and/or assist patrons.
- Candidate must possess effective communication skills, including the ability to work with the public and assist patrons with basic inquiries and direct them appropriately in locating and using library materials and inform them of applicable library policies and procedures.

### How To Apply

Please complete the on-line application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.