



Position Description

Department:	Library
Title:	Circulation Support
Goal:	Responds to the needs of the Circulation Department, providing support for work room projects and activities.
Duties:	May assist with any of the following, or similar tasks: mending of books and magazines; weeding materials; placing carts in order; shelving; searching for items reserved for library patrons; searches for items on various reports (such as trace, claims returned, missing, lost); creation of book displays.
Qualifications:	High School Diploma or G.E.D., plus two years of college or two years of work experience. Ability to operate computer equipment quickly and efficiently, with minimum training. General familiarity with libraries. Good people skills. Must be dependable. In-house training required.
<i>Time Required:</i>	One year minimum, Four hours or more per week, on one or more shifts
Supervisor:	Library Director, Library Supervisor or Library Staff member
Physical Demands:	Work requires climbing, stooping, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.