

POSITION DESCRIPTION  
**CLARK COUNTY PUBLIC LIBRARY**

An Equal Opportunity Employer

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Job Title:	<b>LIBRARY ASSISTANT – CIRCULATION</b>
Department:	Circulation
Immediate Supervisor:	Circulation Manager
Positions Supervised:	None
FLSA Status:	Non-Exempt

**JOB RESPONSIBILITIES:**

Under the general supervision of the *Circulation Manager*, the *Library Assistant – Circulation* serves patrons at the Circulation desk and Patron Services desks, library events as needed, and at curbside services. Provides quality customer service to patrons of all ages.

**QUALIFICATIONS:**

- High school diploma or equivalent
- Library experience preferred, but not required

**WORKING CONDITIONS:**

- Must be able to work a flexible schedule, including evenings and weekends
- Occasionally required to work overtime
- Occasionally work in adverse weather conditions for bookdrop and curbside services

**PHYSICAL REQUIREMENTS**

- Job requires ability to operate tools and controls, walk, sit, see at close range and distances, talk, hear, bend, reach, and stoop in order to perform job duties. Frequent computer usage. Must be able to push book carts (may exceed 50 lbs.), occasionally move items up to 25 pounds, and sit or stand for extended periods of time.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process.

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

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## CLARK COUNTY PUBLIC LIBRARY

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> <li>• Library policies and procedures*</li> <li>• Dewey Decimal Classification System*</li> <li>• Integrated Library System*</li> <li>• Basic computer applications (MS Office, Outlook)</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively in written and oral form</li> <li>• Interact and respond appropriately to patrons and staff</li> <li>• Maintain confidentiality</li> <li>• Maintain knowledge of technology, library services and resources</li> </ul>

\* May be acquired after hire

% of Time	ILLUSTRATIVE DUTIES: <i>(The duties listed below are not all-inclusive and illustrate the type of work assigned to a position incumbent. Essential functions of the job are noted by★. The percentage of time allocated to each group of duties is approximate.)</i>
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**75% CIRCULATION DESK & PATRON SERVICES DESK**

- ★ Responds to questions from patrons in person and over the telephone
  - Resolves patron problems and account questions
- ★ Assists patrons in locating library materials and in using library equipment
- ★ Checks library materials in and out on the computer system
- ★ Collects fines and fees
  - Counts money and prepares deposits
- ★ Maintains workroom and desk supplies
- ★ Processes reserve requests
  - Assists patrons with inquiries regarding holds
  - Enters reserves in computer; processes transfers, maintains related files as required
- ★ Prepares and issues library cards and verifies application information
- ★ Enters patron and library material information into computer system
- ★ Prepares books for delivery
  - Assists with processing materials in the book drop and deliveries from branches
- ★ Adheres to schedule and arrives in a timely manner
- ★ Maintains knowledge of available materials and patron reading preferences
- ★ Maintains and increases knowledge and skills through attendance at meetings, conferences, and in-service training sessions

**20% COLLECTION MAINTENANCE**

- ★ Inspects library materials, cleans and repairs as needed
  - Recommends new or replacement materials
- ★ Assists with maintaining department files and with processing new materials
- ★ Organizes and shelves library materials according to proper shelving practices
  - Loads and unloads library materials
  - Transports library materials from one location to another
- ★ Reads shelves for correct placement of library materials

**5% MISCELLANEOUS**

- Performs additional duties and assignments, as requested

★ *Denotes an essential function of the job*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date