

Classification: Regular/hourly employee

Reports to: Area Supervisor/Library Director

Hours: Regular assigned hours per week including evening and Saturday hours.

This position is for 4 hours every Saturday, as well as the opportunity for substitute hours.

Job Summary: Performs routine circulation functions, conducts library programs, and provides support for other library services as required.

Duties and responsibilities may include, but are not limited to, the following:

- ❖ Performs all routine duties of the circulation desk, including item circulation tasks, fines and fees collection, opening and closing procedures, and basic reference services.
- ❖ May help plan, support, promote, and conduct library programs and outreach activities.
- ❖ Performs routine collection maintenance tasks, including shelving, item retrieval, collection development input, and weeding tasks.
- ❖ Maintains library databases and files as connected to assigned tasks, including patron records, item records, and both electronic and physical files of library data.
- ❖ Plans and implements special projects as assigned by the library director.
- ❖ Performs other duties as assigned.

Job requirements:

- ❖ High school diploma or equivalent. College coursework preferred.
- ❖ Ability to attend occasional training and other library-related events out of the area as assigned.
- ❖ Ability to provide excellent customer service.
- ❖ Ability to communicate effectively with the public and members of staff. Communication skills must be evident in oral and written forms with proper usage, spelling, and grammar.
- ❖ Ability to acquire and maintain a working knowledge of current general principles, methods, and practices of public library operations, and of TDL's specific policies and procedures.
- ❖ Ability to acquire and maintain an understanding of library services, materials, and technology sufficient to answer patrons' directional, informational, or readers' advisory questions.
- ❖ Ability to operate all equipment connected with job duties without direct supervision.
- ❖ Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to TDL policies, procedures, and professional practices.
- ❖ Visual acuity and physical skills necessary to retrieve and maintain library materials, operate library equipment/technology, and interact with patrons and staff.
- ❖ Ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
- ❖ Hearing ability to answer telephone and patron inquiries.

This job description is intended to describe the general nature and level of work performed. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Temporary modification to provide reasonable accommodation does not waive essential functions of the job requirements. TDL is an At-Will employer.

Primary responsibility tasks:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Shared responsibility tasks:

Shared with:

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Signed:

Employee Date

Director Date

Reviewed and revised: _____

Reviewed and revised: _____

Reviewed and revised: _____

Reviewed and revised: _____