

**Circulation Technician Part-Time
Circulation Services- Lenoir
LIBRARY \$10.50/hour**

We are looking for a detail-oriented individual to join our Library circulation team providing friendly, high quality customer service. You will be responsible for providing customer assistance in person and via phone, checking library materials in and out, answering questions about library accounts and directing customer questions to the appropriate departments, and sorting and shelving materials in order.

An employee in this class performs specialized paraprofessional work requiring the application of current library techniques and appropriate technology. We will train on library policies and software. But basic computer knowledge is required. He/she demonstrates an enthusiastic, self-reliant and self-starting approach to job responsibilities. Maintains accountability and a high level of courtesy and tact when dealing with the public and other staff. Direct oversight will come from the circulation supervisor.

The schedule for this position is 19 hours per week, 4pm-8pm, Monday, Tuesday, Thursday, and 9am to 5:30pm on Saturdays.

Examples of (but not limited to) Duties Performed

- *Provides patron assistance with circulation of materials.
- *Responds to general questions and specific questions relating to library accounts, including collections.
- *Contacts patrons regarding circulation and materials issues.
- *Empties book drops and organizes materials.
- *Maintains reserved items.
- *Identifies materials in need of repair/replacement and takes appropriate action.
- *Conducts item searches as assigned.
- *Shelves library materials by transporting books and materials to the correct location, placing books and materials on the shelf in the correct order and rearranging books and straightening materials as needed.
- *Performs other duties as assigned.

Knowledge, Skills & Abilities

- *Ability to follow a new or established procedure and to perform work requiring accuracy and detail.
- *Ability to produce and maintain records and reports.
- *Ability to explain and use library tools and resources.
- *Ability to establish and maintain effective working relationships with library personnel and library patrons
- *Must be adaptable to performing appropriately when confronted with persons acting under stress.

*Ability to work the assigned schedule which includes evenings and weekends, subject to availability.

*Must be able to work and travel from one branch to another and out of county for occasional workshops.

Physical Requirements

Sufficient strength, agility, visual acuity and verbal capability to perform the core requirements of the position which can require operating a variety of machinery and equipment and the ability to exert up to fifty pounds of force to lift and/or move objects.

Minimum Education and Training

High School Diploma or GED, required. Associate degree or some college-level course work in an applicable field with some experience in library work preferred; or an equivalent combination of training and experience which provides the required skills, knowledge and abilities.