

## Circulation Assistant

JOB TITLE: Circulation Assistant

FLSA STATUS: Non-exempt

GRADE: 33

DEPARTMENT: Technical Services and Facilities

APPROVED DATE: 01/1998

REVISED DATE: 08/2015, 09/2016, 02/2022, 04/2023

### Job Summary

Perform a wide variety of tasks from all areas of Technical Services including: circulation, processing, receiving, delivery, acquisitions and cataloging to contribute to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

### We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

### Essential Functions

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Provide effective and efficient library support services including: prepare all library collections with proper documentation; receive all incoming shipments, unpack, verify shipment, and sort appropriately; check in all library materials using the acquisitions module in the integrated library system; transport to designated areas; perform basic data entry for statistical reports.
2. Perform tasks to prepare materials for circulation and customer use such as: place book jackets, bar codes and labels on materials; link items and print spine labels in the integrated library

computer system; sort and route materials to proper libraries; maintain records and prepare information for claiming discrepancies in annual subscriptions; verify accuracy of fields in the integrated library computer system and prepare periodicals for circulation.

3. Perform tasks to process a variety of materials for distribution to community libraries such as: stamp property stamp on printed material; affix spine, genre/interest and other types of labels; apply book jackets; process unprocessed media; and inspect DVDs, CDs and talking books for broken cases, cleaning and repair.
4. Perform circulation services that may include tasks such as: locate requested items using the integrated library computer system, request their transfer from community libraries, and record their return; process holds and distribute throughout the service center; process media sent in from community libraries; and prepare book discussion kits for community libraries.
5. Perform mending and repair tasks to designated library materials such as: inspect materials to determine needed repairs; and operate a variety of equipment for cutting, binding, gluing and covering books and non-print materials.
6. Maintain records and prepare information for claiming discrepancies in annual subscriptions and verifying the accuracy of related data in the ILS.
7. Provide valuable and effective library support services that includes welcoming, helpful, and efficient receptionist duties. These include answering phone calls, assisting customers with their accounts, routing calls and greeting staff, vendors, and customers coming into the service center.
8. May transport library materials, equipment and mail throughout the Library District's areas of operation including such tasks as: load and unload delivery vehicles using hand trucks; drive delivery vehicles to specified locations on established routes and schedules; collect cash handling with proper signatures, packing, unpacking, and sorting materials and mail. The tasks also include special deliveries to designated locations or between libraries. The security aspect also includes making deliveries to community libraries during times when they are closed and requires incumbents to secure those facilities, deactivate and activate security systems, and maintain secure custody of facility keys and access codes. A) Perform inspection of assigned vehicles; check fluid levels, tire pressure, brakes, lights, and other safety devices. B) Record material handling volumes and data on mileage driven.

### **Additional Duties and Responsibilities**

1. Train temporary help as needed.

2. Attend meetings, trainings, committees and workshops as assigned.
3. Assist with special projects to include preparing correspondences and reports to develop additional skills and knowledge.
4. Perform magazine management as needed.
5. Perform other duties as assigned.

## **Supervision**

The position typically reports to division supervisor or manager. Supervising others is not a normal part of this position's work.

## **Knowledge, Skills, and Abilities**

1. Thorough knowledge of alpha and numeric systems for arranging library materials as well as automated bibliographic identification at a basic level.
2. Knowledge of established practices and procedures for an integrated library system (ILS).
3. Knowledge of library resources, programs and services in a public library.
4. Strong customer service and communication skills.
5. Strong organization and attention to detail.
6. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
7. Ability to work independently and to set priorities.
8. Ability to communicate effectively with diverse audiences.
9. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
10. Ability to operate relevant computer systems including hardware and software, such as Microsoft Office, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.

## **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. High School diploma or G.E.D. required. Associate's degree preferred.

2. Six months to one year of related experience required or equivalent combination of technical training and related experience including driver education, passing of driver licensing requirements in the State of Washington, and a brief period of supervised driving to acquire appropriate proficiency in safe and efficient vehicle operation.
3. Ability to provide current abstract of driving record; basic manual work techniques and use of basic tools. Must have or be able to obtain a driver abstract at the time of employment.

### **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent must identify and organize library materials such as books, audiobooks, and DVDs based on small-print numbers and alphabetical characters on spine labels; scan and inspect library materials including opening media cases; communicate with coworkers; accurately apply labels; operate computers for extended periods of time; and operate cutting, binding, and gluing machines with sufficient manual dexterity and visual acuity to assure safe operation to the incumbent and to co-workers.

An incumbent may occasionally sit and operate a delivery vehicle, and load and unload objects or materials weighing up to 50 pounds. This includes transfer of books and other materials from to carts or shelves of varying heights, and use of hand trucks manual or mechanical. Incumbents may be required to push carts of books and other materials and frequently remain stationary at one workstation for extended periods of time.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.