

ELLSWORTH PUBLIC LIBRARY - JOB DESCRIPTION

Temporary Part-Time Circulation Assistant

The Temporary Part-Time Circulation Assistant is responsible for providing outstanding customer service to library patrons at the circulation desk and assisting with all aspects of public library service. Work is performed under the general direction of the Circulation Manager.

Required knowledge and abilities

- Computer literate and willing to learn new technologies
- Knowledge of popular reading materials, movies, and music
- Must like working with people and cooperate with all staff
- Must possess the temperament and good judgment to effectively work with the general public and patrons
- Accuracy in clerical skills such as typing and barcode scanning
- Position requires walking and standing for long periods
- Requires light lifting and carrying of up to 40 pounds
- Ability to work a flexible schedule, including nights and Saturdays

Responsibilities

- Provides outstanding customer service to patrons of all ages
- Checks materials in and out using a barcode scanner
- Registers patrons for new library cards and enters data into ILS
- Assists patrons in locating materials and reader's advisory
- General desk duties: shelving, collecting fines/fees
- Assists patrons on public computers, printer, and copier
- Continuously learns new and changing technology
- Familiarizes self with library policies and adheres to them
- Monitors patron behavior and enforces library code of conduct
- Answers telephone and assists patrons with renewals, lost items, and materials or services questions
- Other duties as assigned

Qualifications

High school diploma and previous customer service experience is preferred. The successful applicant needs to be friendly, outgoing, motivated, and committed to providing excellent service in a public library environment. Satisfactory background check is required.

This is a temporary position with an end date of 6/30/25. This position is \$18/hr and 10 hours a week. Weekly schedule is subject to change. To apply, please send a cover letter and resume to

director@ellsworthlibrary.net

We are an Equal Opportunity Employer. There shall be no discrimination on the basis of age, disability, sex, race, religion or belief, or sexual orientation.