

POSITION: Circulation Assistant

PLACE: Union Public Library

EDUCATION& EXPERIENCE: High school diploma or GED, valid driver's license, customer service and computer experience required. Previous library experience preferred.

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

- Will work under the supervision of the Union Branch Manager
- Must deliver consistent and excellent customer service to all library users
- Registering patrons, issuing library cards, and updating records
- Collecting monies, documenting fees, using the cash drawer
- Checking materials in and out using the automated system
- Calling patrons regarding in-house holds
- Answering telephones, or referring and transferring calls
- Faxing, photocopying, scanning documents for library patrons
- Assisting patrons with computer activities, such as basic level word processing, email tasks, and search activities
- Assisting patrons with book recommendations, information requests, and use of the library website and digital services
- Assisting with shelf reading, shifting books, weeding and re-shelving materials as needed
- Traveling between branches to serve as a "floater" if need arises
- Assisting the System Cataloger with materials processing (spine labeling, barcoding, covering books, etc.)
- Engaging in regular professional development activities (reading librarian blogs, articles in the professional literature found in Magnolia, learning a new technology skill, taking webinars, going to conferences, Librarianship 101 and/or continuing education sessions hosted by the State Library) and documenting these efforts
- Delivering consistent and excellent customer service to all library users
- Supervising and providing proactive coaching, guidance, training, support and professional development opportunities to two circulation assistants; supervising volunteers as needed
- Responding promptly and courteously to resolve patron complaints
- Referring patrons whose complaints cannot be resolved to the System Director
- Other duties as assigned by the DeKalb Branch Manager (while working in DeKalb) or System Director.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing normal duties of this job, employees may be required to sit or stand for longer periods of time and/or move from one area of the library to another. The employee may be required to climb ladders or step stools, stoop, bend, kneel, reach, push or pull loaded book

carts, lift and carry stacks of books, or move boxes of materials of considerable weight from one location to another. The employee may be required to lift up to 35 pounds. The employee should have sufficient vision and hand/eye coordination to perform repetitive movements and job duties. Tasks require visual perception and discrimination as well as oral communications ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOURS: This is a full-time, non-exempt position, 25 hours per week.

SALARY&BENEFITS: 7.75 per hour starting.

AVAILABLE: September 1, 2021- September 15, 2021

CONTACT: KNRLS Headquarters Hannah Berryhill, System Director
101 Peachtree Street, Union MS 39365 Telephone: 601-774-9297

E-mail: knrlsdirector@gmail.com

This job description is subject to be changed by the employer as the needs of the employer and requirements of the job change.

Kemper-Newton Regional Library System is an Equal Opportunity Employer