

Fairfield County District Library Job Posting

Library Assistant III (LA III) – Circulation Services

Bargaining Unit Position
Hours: 20 hours per week
Regular rate of pay: \$12.10 probationary/\$13.90
Title of Immediate Supervisor: Circulation Manager

Job Summary:

To work as part of a team to provide the highest quality of public library service. In particular, by providing excellent customer service, including: keeping customer accounts up-to-date; answering basic directional questions; helping customers locate materials in the library; helping to maintain orderly collections of materials in a variety of formats; and assisting customers with library equipment such as copiers.

Education:

High school diploma or GED required.
Experience in school or public library setting desired.

General skill requirements:

- To work a flexible schedule that includes nights and weekends.
- To possess strong public service orientation and provide excellent customer service.
- To be dependable and punctual.
- To be enthusiastic, flexible and energetic.
- To possess good organizational skills.
- To possess basic keyboarding skills and a basic understanding of Microsoft Office applications.
- To work harmoniously with the public and with other staff members.
- To maintain composure in stressful work situations.
- To follow both written and verbal directions and pay attention to detail.
- To possess good oral and written communication skills.
- To stand for extended periods of time; to lift up to 35 lbs.; to push heavily loaded carts of materials weighing up to 300 lbs.; and possess physical agility and strength to bend and reach.
- To read, write, speak and understand the English language fluently.

Specific job requirements:

- To perform clerical tasks with speed and accuracy.
- To understand and endorse the FCDL's policies and procedures.
- To learn the FCDL's automated circulation system and online catalog, as well as operate other computers and equipment including copiers and the telephone system.
- To greet and assist library customers, both in person and over the phone, with basic directional questions and questions related to circulation services.
- To possess a thorough comprehension of alphabetical and numerical sequences.
- To distinguish various color and genre labels and sort materials into categories.
- To sort and shelve library materials in a variety of formats and properly shelve library materials which are out of place.
- To maintain neatness of First Floor shelves including dusting shelves, cleaning soiled covers and helping maintain the audiovisual collection.
- To shift books and other library materials when necessary.
- To prepare, sort and check in deliveries.
- To perform a wide range of circulation duties including emptying book drops, checking in materials, checking out materials to customers, keying customer information into the library database and checking shelves for overdue materials.
- To accurately perform cash transactions and accountability for fines, fees, etc.
- To maintain confidentiality of customer records and accounts.
- To work in other service areas as the need arises
- To be able to perform other similar tasks as assigned.

Interested applicants should complete an application found online at www.fcdlibrary.org and email to Becky Schaade, Library Director, at bschaade@fcdlibrary.org; mail to the Main Library's Administrative Office, 219 N. Broad Street, Lancaster, Ohio; or drop off in the Administrative Office between 10:00 a.m. and 4:00 p.m. Monday through Friday.

Applications will be accepted until March 28, 2019. Fairfield County District Library is an EEO employer.