

Library Assistant II (LA II) – Circulation Department

Bargaining Unit Position

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 maintaining orderly collections of library materials in a variety of formats and providing excellent customer service and answering basic directional questions.

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 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 shelves including dusting shelves and cleaning soiled covers.
- To shift books and other library materials when necessary.
- To direct patrons to appropriate public service desks.
- To perform a wide range of circulation duties including emptying book drops, checking in materials and checking shelves for overdue materials.
- To be able to perform other similar tasks as assigned.