

Circulation Assistant I - Page
Labor Grade 3 Position begins at \$11.00 per hour

Description:

The Circulation Assistant I - Page is primarily responsible for shelving materials and shelf-reading.

Department: Circulation

Reports to: Circulation Manager

Positions Supervised: None

Minimum Qualifications:

- High school student.

Requirements:

- Communicate effectively, in written and verbal format, with patrons and co-workers.
- Present a positive professional image to the public.
- Maintain confidentiality.
- Provide excellent customer service, exhibit a courteous and respectful attitude.
- Organize, prioritize, and coordinate multiple tasks.
- Work a flexible schedule, including evenings and weekends.
- Develop and maintain effective working relationships with supervisor and co-workers.
- Willingness to learn and use current and future technology.
- Arrange items in alphabetical and numerical order.
- Stand for long periods of time.
- Lift, push, and pull a light to moderate load.
- Successful completion of a criminal background check for applicants over the age of 18.

Responsibilities:

- Sorts and shelves materials.
- Straightens materials.
- Shelf reads.
- Rearranges shelves.
- May pull materials based on reports.
- Maintains patron confidentiality.
- Effectively communicates with patrons and co-workers.
- Performs other duties as required.