

POSITION DESCRIPTION

CITY OF: Socorro

POSITION RANGE: 26-32

POSITION TITLE: Circulation Assistant

DEPARTMENT: Library

CLASSIFICATION: Full time/Permanent

PRINCIPAL DUTIES AND RESPONSIBILITIES: Incumbent will perform paraprofessional clerical library work under the immediate supervision of the Circulation Manager. An employee in this position works primarily in Circulation, but may be asked to work in the youth service, or technical service units of the library. The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

1. Provides efficient, courteous public service and presents a positive image of the library in attitude, appearance and performance of duties.
2. Answers the telephone and routes calls. Sorts and shelves library materials. Maintains shelf order in the stacks. Assists patrons in the use of library equipment.
3. Check library materials in and out, collect fines and fees, renew items. Insures that circulation procedures maintain patrons' confidentiality.
4. Assist technical services with the process of repairing and entering new library materials.

REQUIREMENTS:

1. Knowledge of basic computer operations.
2. Ability to effectively communicate with persons of all ages and educational levels.
3. Ability to stand for three hours at a time, lift up to 25 lbs., and push a loaded book truck weighing 120 lbs.
4. Completion of High School or GED and a minimum of one year's work experience.

Approved and adopted this 19th day of January, 2021

ATTEST:

Mayor



City Clerk