

Position and Salary Range:

Library Assistant - Circulation Starting at \$14.00

Position Summary:

The Library Assistant – Circulation provides frontline customer service and supports the daily operation of the library’s circulation desk. The Library Assistant- Circulation provides support for the daily operations of the library by assisting patrons, performing circulation, clerical, and customer service duties. This position requires strong organizational skills, attention to detail, and the ability to work effectively with the public in a welcoming and professional manner. This position reports to the Circulation Supervisor.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Provide excellent customer service by greeting and assisting patrons in person, by phone, and electronically.
- Check library materials in and out, issue library cards, and process holds and renewals.
- Monitor the condition of library materials and flagging items that are damaged or in need of repair.
- Receive, sort, and process library materials for delivery to and from other libraries.
- Retrieves items from the indoor and outdoor book drop.
- Prepare carts for shelving.
- Maintain the circulation desk area and ensure smooth daily operations.
- Assist patrons with voter registration/record updates.
- Support the work of volunteers with circulation duties.
- Maintain confidentiality of patron records and library transactions.
- Handle payments of fees for Library. Reconcile cash drawer for Friends of the Library.
- Establish and maintain effective working relationships with employees, volunteers, and patrons.
- Attend meetings as required.

- Participate in opening and closing procedures.
- Perform other duties as assigned by supervisors.
- Available to work a flexible schedule, including evenings and weekends.

Education and Experience:

- High school diploma or GED required.
- Previous customer service and clerical experience preferred.
- Library experience desirable.
- CPR and Crowd Manager certification is preferred upon hire but must be obtained within nine months of hire.

Physical Requirements:

- Must be able to lift, push, pull, stand, bend, kneel, sit, stoop, crouch, balance and walk for extended periods of time.
- Sitting at a computer workstation for extended periods of time.
- Must be able to lift 30 pounds.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS: Must possess a valid Florida driver's license.

DRUG FREE WORKPLACE: Palm Harbor Services Agency, Inc. is a drug-free workplace in accordance with Federal and Florida Law.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

Necessary Special Requirements: Employment contingent upon passing a background check and drug screening.