



JOB DESCRIPTION

CITY OF MOLALLA

Department: Library

Job Title: Circulation Assistant II

FLSA Status: Non-Exempt
Department: Library
Union Representation: Unrepresented
Supervised by Library Director

Class Summary

Maintain a high ethical standard in accordance with accepted library policies while supplying professional customer service. Performs a wide variety of general library work in technical and/or public services to assist patrons with daily operational needs of the library. A Circulation Assistant II has more duties and responsibilities than a Circulation Assistant. Works under the direction of the Library Director.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Able to perform all duties of a Circulation Assistant in addition to other duties.
2. Troubleshoot computer and library related issues for staff and patrons.
3. Lead and train other staff members.
4. Mend damaged materials.
5. Catalog new and donated materials.
6. Plan and implement programs for library patrons.
7. Take applications for, and interview, potential volunteers. Schedule volunteers.
8. Attend county-wide and other meetings as assigned and pertinent to job functions.

9. Provide basic instruction in personal computer/tablet/electronic device to patrons.
10. Manage programming budget for performers and supplies.
11. Provides service to homebound patrons.

The above description covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.

Qualifications

REQUIRED

- Customer service experience.
- Library experience which includes progressive responsibility.
- Computer knowledge and expertise.
- Read and speak English fluently.
- Cash handling skills, including giving change, using the card reader, and recording transactions.
- Reach, bend, and lift up to 25 lbs.
- Maneuver carts up to 150 lbs in tight spaces.
- Valid Oregon driver's license.

PREFERRED

- Speak Spanish and/or Russian.
- High school diploma or GED. AA degree or higher greatly preferred.

Skills and Knowledge Required

- Ability to reach, bend, and lift up to 25 lbs.
- Ability to sort materials accurately both alphabetically and numerically.
- Ability to troubleshoot technological devices.
- Cash handling and budgeting skills.
- Ability to use social media responsibly to promote library activities.
- Ability to travel for meetings and outreach throughout the county.
- Ability to promote positive public relations, and provide good customer service.
- Effectively communicate and interact cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

Work Environment

Job functions are performed primarily at the library during closed and open hours. Some duties involve going outside to retrieve books from the book drop in all weather conditions. There is some travel to meetings or for outreach. Hours may include evening and weekend shifts.

Approved


Dan Huff, City Manager

1-18-18
Date