



**Position:** P/T Circulation Assistant

**Reports To:** Circulation Manager

**Summary / Main Purpose of Job:**

The Phoenixville Public Library is a non-profit organization with the mission of providing access to educational, cultural, and recreational resources for the community it serves. The library is currently seeking part-time circulation assistant who will report to the Circulation Manager. Part-time circulation assistants are responsible for performing all circulation duties in a timely, efficient manner.

**Essential Duties and Responsibilities**

- Performs all circulation desk duties using computerized system
  - Check materials in/out/renew materials
  - Reserve materials
  - Issues new patron cards/updates cards
  - Manages the routing of Holds
- Handle financial transactions accurately.
  - Collect patron fines and fees with knowledge of using a cash register
- Performs all opening/closing procedures in work area/public areas
  - Turn on/off all computers/copiers/printers
  - Empty book drops
- Notifies patrons about reserved materials
- Answers phone and routes calls as necessary
- Update computer records, as requested.
- Performs basic reference work or refers it to senior staff in charge
- Assists patrons in locating materials through the library catalog
- Assisting patrons with finding library materials, providing reader's advisory, answering basic computer queries, and monitoring appropriate use of the facility.
- Inspect returned materials for damage.
- Be familiar with all print and other items located at the Circulation Desks, for public or staff use.
- Maintain neatness and orderliness at the Desks at all times.
- Perform circulation procedures effectively and accurately according to the principles of quality customer service.
- Greets, direct, and provide information to library customers and performs a variety of clerical tasks related to the processing, sorting and circulation of library materials.
- Respond to incoming telephone calls and provide basic assistance with directional, instructional and informational inquiries at the circulation desks and public workstations.
- Candidates must have the ability to work in a fast-paced environment and have excellent customer service and computer skills.

- Keep abreast of all System changes and improvements.
- Perform assigned tasks and projects completely and in a timely manner.
- Respond to requests for help from customers.
- Keep pace with all library policies, staff meeting minutes and changes in Procedure Manual.
- Attend in-house departmental and staff meetings, county or regional educational programs for staff development or basic computer or Internet education, as requested or assigned by the Circulation Manager

**Qualifications/Requirements**

- High School Diploma or General Education Degree (GED), some college preferred.
- Basic office skills (typing, filing, answering phones, etc.).
- Knowledge of Microsoft Office (preferred)
- Previous experience working in library with computerized systems (preferred).
- Customer service skills.
- Basics knowledge and use of computers, e-mail, and the internet.
- Some knowledge of reference materials and other resources, as well as the ability to use computers to access these resources including the Internet, is required.

**Physical Demands:**

While performing the duties of this position, the employee is frequently required to sit; walk; stand; bend at the waist while working; kneel, stoop, crouch or squat; talk or hear; handle and lift up to 25 pounds; push a cart of books that weighs up to 125 pounds; and sit at a computer terminal for up to 4 hours at a time. Occasionally, the employee will need to work with arms above shoulders or reach above shoulder height.

The specific vision requirements for this position are as follows:

- Close vision.
- Color vision.
- Ability to read and alphabetize and place items in numeric order.

**The following background checks are required:**

- Pennsylvania State Police Request for Criminal Records Check
- Department of Public Welfare Child Abuse History Clearance
- Federal Criminal History Record Information

**Hours:**

Hours are Thursday mornings from 9:00 A.M. to 1:00 P.M. as well as flexibility to cover open shifts as required. One eight hour shift on one Saturday a month is required & additionally one eight hour shift on a fifth Saturday approximately every 8-9 months.

**Salary:** \$9.75/hour

**Submit cover letter and resume to:**

Christine Nicholson  
*Circulation Manager and Volunteer Coordinator*  
 Phoenixville Public Library  
 183 Second Avenue, Phoenixville, PA 19460-3243  
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