



Job Description

Position: Library Assistant – Circulation Department

Requirements: Possession of a high school diploma.

Rate of Pay: \$16.00 per hour -- 10-20 hours per week - hours will vary based on need
Schedule will include a variety of morning, afternoon, evening and weekend shifts.

Description

Library Assistants shall, under the direction of the Library Director and the Circulation Supervisor, be responsible for the daily operation of the circulation desk.

Duties

- * Consistently provide customers with friendly, high quality customer service
- * Interpret Library policies and procedures to patrons
- * Possess the ability to courteously diffuse misunderstandings
- * Check-out materials to patrons
- * Check-in materials returned to the Library
- * Register new borrowers for library cards
- * Process daily deliveries of materials borrowed from and loaned to other libraries
- * Analyze and interpret a wide variety of issues associated with patron records
- * Manage cash transactions for fines, fees and other miscellaneous transactions
- * Record new material acquisitions, make necessary changes to individual item records and perform all necessary technical processing to make new materials shelf-ready
- * Under the direct supervision of the Circulation Supervisor, assist in a variety of collection maintenance tasks
- * Answer telephones and route calls to the appropriate personnel
- * Ensure all opening and closing procedures are properly accomplished
- * Observe confidentiality policies
- * Other Duties as assigned

To apply, please visit the Library and fill out an application. Resumes may be e-mailed to Circulation Supervisor Mary Graulich at mgraulich@dexter.lib.mi.us

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