



Baker County Board of Commissioners

Library Circulation Assistant

JOB OVERVIEW

This job entails assisting patrons with library services and executing any tasks or projects as required by the Library Director.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED Certificate. Experience in customer service is desired.

This position consists of 35 hours bi-weekly. The schedule of hours will be determined by the Library Director with the departments needs as first priority.

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

JOB SPECIFIC COMPETENCIES

- Ability to understand and follow oral and written instructions
- Ability to display a certain amount of initiative and work without close supervision
- Ability to prioritize tasks and manage time efficiently
- Ability to deal with the public and coworkers in a tactful and courteous manner
- Basic computer operating skills required
- Ability to lift 20 lbs.
- Must be able to retrieve materials overhead on top shelves and materials at floor level

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Be punctual, dependable and dressed appropriately for work hours
- Assist patrons with checking out and returning items
- Assist patrons with new account registration and library service information
- Assist patrons with questions regarding their library accounts in a professional, competent, and courteous manner at the circulation desk or on the phone
- Assist patrons with accessing public computers
- File items and assist in maintaining an orderly collection
- Perform additional tasks and functions as requested by the Library Director.
- Reports to the Library Director.

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.