Wornstaff Memorial Public Library

Circulation associate

Job description

**Essential duties and responsibilities**

Provide outstanding, pleasant, and friendly professional customer service both in person and over the phone.

Interact constructively and cooperatively with library patrons and staff.

Perform opening and closing procedures.

Shelve library materials accurately and straighten the library as needed.

Aid patrons to find library material as well as answer simple reference questions.

Perform circulation duties including check in, check out, renewal of library material, and library card registration.

Provide assistance to patrons using the public computers if needed.

Operates office equipment.

Attends monthly staff meeting.

Participates in continuing education opportunities.

Other duties as assigned by Director.

**Required skills and knowledge**

High school diploma or GED equivalent.

Proficient in computer skills.

Excellent verbal communication skills.

Willingness to meet scheduling requirements, including days, evenings, and Saturdays.

Maintains professional, business-like behavior.

Attention to detail.

Ability to maintain confidentiality and use appropriate judgement in handling information and records.

Ability to retain and follow library policies and procedures.

Flexible and adaptable.

Job requires constant physical activity including standing, walking, reaching, and bending.

**Compensation**

$13.00 per hour.

The staff member must join OPERS as well as complete a BCI background check. A background check completed within the previous 12 months will be accepted. If a new background check is required, the new hire will pay for the background check and after employed for 90-days, the library will reimburse employee for the cost.