Wallingford Public Library
Job Title: Part-time Circulation Assistant

Job Summary:

The Wallingford Public Library is a vibrant community center and state-of-the-art facility. Success in this position requires the ability to contribute to a work culture that fosters excellent customer service, teamwork, creativity, flexibility, and resourcefulness. This position reports to the Circulation Supervisor. The schedule includes a combination of daytime and evening hours, including Saturdays and Sundays in rotation.

Essential Job Functions:

Duties:

- Check in and check out materials on the computer with III Sierra ILS
- Collect fines for overdue, lost, and damaged materials
- Register new patrons and provide initial orientation to the Library and its services
- Activate reserves and notify patrons when their reserves are available
- Assist patrons in person and by telephone
- Perform other library duties as assigned

Job Specifications:

- High School Diploma required, Associate's degree preferred.
- Experience with Sierra ILS highly desireable
- Strong computer and technology skills and the ability to learn new software applications quickly and adapt to changing technologies
- Excellent English language oral and written communication skills
- Frequently moves and transports books and carts weighing up to 40 pounds
- Constantly operates a computer and other office equipment such as a calculator, a copy machine, a computer printer and a credit card machine
- Must be able to move to accomplish tasks including operate office equipment, and retrieve materials for staff and patrons
- Must be able to remain in a stationary position 90% of the time
- Must be able to express and exchange ideas by means of the spoken word
- Must be able to perceive the nature of sounds at normal speaking levels with or without correction
- Must be able to have close visual acuity to prepare and analyze data, view a computer terminal, and extensive reading

Disclaimer:

Nothing in this job description restricts the Wallingford Public Library’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Wallingford Public Library’s assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

This job description is subject to change at any time. Revised: January 22, 2018