

Hubbard Public Library
436 West Library Street
Hubbard, Ohio 44425-1793

Phone: 330-534-3512

Web: www.beyond-books.org

Job Opportunity

Position: Circulation Assistant

- Part-Time –20 hours a week – including some evenings and weekends.
- \$11.30 per hour

Goal: To efficiently and accurately process library materials and supplies and make the library a pleasant and rewarding place to visit and use by carrying out responsibilities accurately and cheerfully.

Reports to: Circulation Leader and Technical Services/Circulation Supervisor

Full or part-time, including some evenings and weekends.

Minimum qualifications: High School Diploma.

Required Knowledge and Skills:

- Ability to present a warm, welcoming image working with the public in person and on the phone.
- Ability to perform filing and other clerical tasks reasonably and accurately.
- Ability to develop knowledge of the current circulation system.
- Ability to follow written and oral instructions.
- Ability to learn computer hardware and software applications used in the Library.
- Willingness to learn and adhere to library policies and procedures.
- Must work independently, often without direct supervision.
- Ability to efficiently use a computer.

Essential Duties and Responsibilities:

- Promptly relays all suggestions, problems, and complaints to Circulation Leader.
- Performs opening and closing duties according to established procedures.
- Charges and discharges library materials according to established procedures, emptying materials return bins regularly.
- Collects fines and charges for overdue, lost, or damaged materials and maintains fine records.
- Answers directional questions and refers all reference questions and problems to Information Desk.
- Registers borrowers and explains lending rules.
- Renews (expired registrations and library materials).
- Verifies voter registration is complete.
- Daily reset of people counter.
- Shelves and files library materials, returning library materials to proper locations in the library collection.
- Clears library tables nightly and keeps reading and new materials display areas in order.

- Maintenance of library materials (shelf reading and straightening, cleaning materials, and monthly weeding of newspapers).
- Assists with processing library materials as assigned.
- Performs other related duties as assigned.

Effort Required:

- Work generally requires standing and walking over 90% of the time.
- Much lifting and carrying of stacks of books, packages, and similar weights up to 25 lbs.
- Ability to perform repetitive tasks.
- Agility and strength for pushing loaded book trucks and shelving and retrieving library materials stored from near floor level to 90" high.
- Requires attention to visual detail and manual dexterity for using the computer, keyboard, mouse, printer, and other office equipment.

Must be able to work with frequent interruptions

Submit cover letter, resume, and references (including contact information) to:

Charlene Helsel-Kather, TS/Circulation Supervisor
436 W. Liberty Street, Hubbard, OH 44425
Charlene@beyond-books.org
330-534-3512 ext. 6102
330-534-7836 (fax)

Application Deadline: Opened until Filled