

## **Job Title: Circulation Services & Program Support**

Hours weekly: 19 maximum

Performs all circulation and reference duties including operating circulation software, checking materials in and out, setting up patron accounts, making copies, sending faxes, scanning, and assisting patrons with computer help up to and including setting up email accounts, resume creation, attaching files, sending emails and more. Assisting patrons establish and navigate Libby and SimplyE ebooks accounts. Must have good working knowledge of our mobile printer service, PrinterOn and understand how to utilize it via email, cell phone, and through our website. Providing guidance in the library's history and genealogy files and resources. Understanding of library paid database service, Texshare, and connecting patrons to appropriate online resources. Creating interlibrary loan requests for any resource or material not found in our collection.

*Assist with all programming and with any duty deemed necessary up to and including:*

- Craft preparation
- Assist with other library duties as assigned.

### *Education/Training/Experience*

GED or HS Graduate, some college required.

Preferred experience in public library, book store, teaching.

### *Essential Job Functions:*

- Ability to establish and maintain positive working relationships with supervisors, other personnel and general public.
- Knowledge of current trends in library services, literature, and other materials for all ages.
- Knowledge and skill in the use of troubleshooting computers.
- Skills coordinating and managing multiple projects and assignments.
- Self-motivated; possess ability to establish and meet deadlines.
- Excellent customer service skills and ability to work with the public
- Assist the public by telephone, computer, or in person with basic reference & directional questions
- Operate circulation software, performing circulation duties including check in, check out, establishing patron accounts, and accepting funds for fines, faxes, prints, and copies as needed.
- Ability to provide computer assistance to the public attaching files, handling thumb drives, creating Power Point presentations, Word documents, pdf documents, and creating email accounts.
- Possess a strong working knowledge of Microsoft Word, Power Point, and Excel. Also, must be able to navigate the internet and perform searches.
- Attend staff meeting and training opportunities as required.
- Perform opening and closing duties including turning equipment and computers on/off, reconciling cash accounts, and reporting facilities issues to supervising library staff.

- Ability to sort items in alphabetical and numerical order and knowledge of Dewey Decimal classification system.
- Have flexibility to work periodic evening and monthly Saturdays as needed.
- Possess ability to use variety of office machines, including telephones, computers, fax, scanners, printers, and copiers.
- Comprehend and contribute to the City of Van Alstyne's culture of Servant Leadership.
- Good working knowledge of social media platforms such as Facebook, Instagram, and Twitter.
- Create promotional flyers for programs and library services as required.

**Physical Requirements:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to operate various machines and/or equipment and reach with hands and arms. The employee frequently is required to talk and hear. The employee is occasionally required to stoop, bend, kneel, crouch, crawl, lift, push/pull, reach, sit, stand, twist, carry, and walk. The employee must occasionally lift and/or move up to twenty-five (25) pounds and be able to push and pull up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must possess adequate visual acuity and hearing ability sufficient to read, write, hear, and speak clearly in person and by telephone.

Employee signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_