

**POSITION: CIRCULATION / youth services support**

**REPORTS TO: LIBRARY DIRECTOR**

**ESSENTIAL FUNCTIONS:**

provide support at the circulation desk; checking materials in and out, shelving materials and preparing materials for transit between libraries and support to the Youth Services programming.

Interested candidates must be able to work evenings 3:30 – 6:30 and rotating Saturdays 9 – 1 with some flexibility to work special events when needed. Qualifications include good communication skills, attention to detail, great customer service attitude, social media / technology experience, and an interest in serving the community. Physical requirements include lifting, bending, reaching. Beginning pay is \$12/hour.

1. Staff circulation desk.
2. Does shelving and shelf-reading.
3. Assists with youth programming.
4. Perform other duties as required.

**KNOWLEDGE AND ABILITIES:**

1. Ability to gain a solid understanding of library policies and procedures as they relate to circulation services, and explain them to staff and public.
2. Possession of a friendly and helpful manner.
3. Possession of good telephone skills.
4. Ability to work harmoniously with library staff and the public and to promote a positive image of the library.
5. Knowledge of alphabetical and numerical filing.
6. Ability to learn and utilize proper operating techniques for equipment listed below, especially computer / Internet
7. Working knowledge of English language grammar and spelling.

**PHYSICAL DEMANDS OF POSITION:**

1. Bending/twisting and reaching.
2. Far vision at 20 feet or further; near vision at 20 inches or less.
3. Hand dexterity: typing, writing, filing, sorting, shelving, processing.
4. Handling: picking up and shelving items.
5. Lifting and carrying: 30 pounds or less.
6. Mobility: travel to meetings outside library.
7. Pushing and pulling: objects weighing 50 pounds on wheels.
8. Sitting, standing, walking, climbing and stooping.
9. Talking and hearing; use of telephone.



**ENVIRONMENTAL WORKING CONDITIONS:**

1. Mostly inside work environment. Occasional outdoor programming/outreach.
2. Flexible work hours: some evening and weekend hours.

**EQUIPMENT USED:**

Book truck, computer software, computer, ipad, copy machine, fax machine, scanner, printer, and telephone.

**EDUCATION AND EXPERIENCE:**

1. High School diploma or in high school
2. Keyboarding and computer skills.
3. Previous public service work experience.

**JOB REQUIREMENT:**

Ability to work flexible hours, days, evenings and weekends.

To Apply: Please complete the application, include it and a resume as attachments to an email. Send to [sleslie@scfpl.org](mailto:sleslie@scfpl.org) with the subject heading SCFPL LIBRARY POSTING. Only electronic applications accepted.