

Job Posting – Circulation Assistant

Library: Hollis Social Library, Hollis, NH

Job: Circulation Assistant

Duties/ Description:

This role involves a variety of library circulation and clerical procedures with a heavy concentration on public contact and the ability to create a courteous pleasant first impression of the library to the patrons. Reports to the Library Director, but receives daily assignments, training and priorities from the Circulation & Adult Services Librarian. Occasionally may work unsupervised and be expected to solve problems and serve library users independently.

Performs various duties, as assigned, in the operation of the library Circulation Department and customer service including but not limited to: assisting patrons with inquiries, checking library materials in and out, managing patron accounts, shelving library materials, and assisting with the Summer Reading Program.

This job is an 8-12 hour a week *temporary (6 to 9 months) position*. Candidate must be able to work weekends and evenings.

Qualifications:

High school graduate, with one year library or clerical experience working with the public. Must be detail oriented. Ability to maintain a professional demeanor and composure when dealing with challenging patrons. Ability to follow written and oral instructions. Ability to learn Dewey Decimal system, automated circulation system, and library circulation policies and procedures. Flexibility to deal with multiple tasks and patrons simultaneously. Basic typing/computer skills, comfortable with latest technology.

Salary: \$10.00/hr

Closing date: 11/30/2019

Send: Send resume and cover letter to:

Hollis Social Library

P.O. Box 659

Hollis, NH 03049

Attn: Laura Klain, Director

Or

E-mail: director@hollislibrary.org

Subject Heading: Circulation Assistant