

## FRASER VALLEY REGIONAL LIBRARY

### JOB DESCRIPTION

**JOB TITLE:** Circulation Assistant

**June 19, 2008**

**JOB CLASSIFICATION:** Pay Grade 4

#### **FUNCTION:**

Under the direction of the Operations Supervisor, Library Supervisor, Librarian 3 - Community Librarian or their designate, the Circulation Assistant performs duties necessary for the efficient circulation of library materials.

#### **WORK PERFORMED:**

1. Performs circulation duties such as check-in and check-out of library materials, registering patrons and updating patron information.
2. Performs various holds management functions such as placing holds, printing paging slips, searching for holds and preparing holds transfers to other branches.
3. Accepts payment for overdue fines and lost or damaged materials.
4. Responds to public queries regarding circulation services, referring those that cannot be resolved to supervisor. Answers directional questions.
5. Packs and unpacks van deliveries and prepares material for shipment to other libraries. Empties book drop.
6. Sorts and organizes material for shelving, shelves material, tidies shelves and shelf-reads to ensure material is in its proper place.
7. Processes magazines and paperbacks. Assists with collection maintenance. Deletes item records from discarded materials.
8. Assists with daily cash reconciliation and bank deposits.
9. Performs basic equipment maintenance and resolves routine hardware and software problems.
10. Registers the public for Internet bookings, programs and room rentals.
11. Performs other related duties as assigned.

### **RELATIONSHIPS:**

- |    |                   |           |  |
|----|-------------------|-----------|--|
| 1. | Supervisor:       | Direct:   | Librarian 3 - Community Librarian<br>Library Supervisor<br>Operations Supervisor |
|    |                   | Advisory: | Assistant Operations Supervisor  |
| 2. | Staff Supervised: | Direct:   | N/A  |
|    |                   | Advisory: | Page   |
| 3. | Other:            |           | Frequent contact with the public and FVRL staff.                                 |

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Demonstrated knowledge of library automated systems and proficiency in the use of technology.
2. Ability to communicate effectively with staff and public in a courteous and competent manner.
3. Knowledge of the English language, spelling, punctuation and arithmetic, including decimals.
4. Ability to learn prescribed routines.
5. Accurate keyboarding skills of 30 wpm.
6. Physical ability to perform the duties of the position.
7. Ability to perform basic troubleshooting of equipment.

### **EDUCATIONAL REQUIREMENTS, TRAINING AND EXPERIENCE:**

1. Grade 12 graduation.
2. Three months on the job experience.
3. Criminal records check required.