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Position Description  
**Senior Library Assistant/Circulation**

## **Senior Library Assistant/Circulation**

### **Supervisor**

Head of Circulation

### **Hours of Work**

Includes evening and weekend shifts

### **Primary Function**

Perform a variety of library circulation and clerical procedures with a heavy concentration of public contact. Coordinate, motivate and inspire team members.

### **Qualifications, Education, Experience, and Skills Required**

- One year library or clerical experience.
- High school graduate, some college preferred
- Ability to follow written and oral instructions
- Ability to learn Dewey Decimal system, automated circulation system, and library circulation policies and procedures
- Ability to create courteous pleasant first impression of library
- Ability to establish good patron rapport
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously
- Basic typing/computer skills
- Ability to learn media/computer operations
- Attention to detail
- Ability to establish and maintain effective working relations with peers and supervisory staff
- Must be able to stand for long periods, bend, stoop and lift up to 30 pounds

### **Specific Duties Include (but are not limited to)**

- Acts as team leader for part-time staff who work on evenings and weekends
- Performs all circulation desk duties using computerized system
  - Check materials in/out/renew materials
  - Reserve materials
  - Collects fines
  - Issues new patron cards/updates cards
- Performs all opening/closing procedures in work area/public areas
  - Turn on/off all computers/copiers/printers
  - Empty book drops

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- Turn on/off lights, heating controls
- Notifies patrons about reserved materials
- Answers phone and routes calls as necessary
- Performs basic reference work or refers it to librarian or head of circulation in charge
- Assists patrons in locating materials through the OPAC or ILL
- Check library email and respond or escalate as needed
- Process magazines for circulation
- Assists with library programs and displays; registration, signs, crafts, book lists, etc.
- Actively promotes library programs and services
- Assists with book orders
- Prepares, withdraws, and repairs materials
- Shelves materials/reads shelves
- Performs any duties designed by librarians in assigned work area
- Keeps public works spaces clean and inviting
- Ensures availability of flyers, brochures and tax forms
- Maintains awareness of the public in and around the building