



Bexley  
Public Library

2411 East Main Street  
Bexley, OH 43209

*Where Curiosity Meets Discovery*  
[www.bexleylibrary.org](http://www.bexleylibrary.org)

The Bexley Public Library is looking for two associates to join their collaborative, creative team as a **CIRCULATION ASSISTANT**. This position reports to the Circulation Manager and assists patrons with a variety of tasks related to their use of library materials, working in partnership with the circulation team members to accurately and efficiently process library materials. This permanent part-time role engages with visitors on a daily basis and provides prompt, courteous, knowledgeable service to patrons of all ages. This year-round role works 18 hours per week, including evenings and weekend rotation once every three weeks. Starting hourly wage rate for this role is \$13.23.

### **ESSENTIAL POSITION FUNCTIONS**

1. Provides outstanding customer service: creates strong and supportive relationships throughout the building and community; is welcoming, approachable, and adaptable; assists patrons with questions, OPAC, self-check and locating or retrieving materials
2. Demonstrates a positive, proactive, dependable attitude and supports the library's mission, goals, values and objectives
3. Assists patrons with library card accounts and resolves account disputes in a friendly and efficient manner; accurately maintains patron records
4. Handles monies related to fines and fees; accurately uses the cash register
5. Locates, processes, and distributes all library materials accurately and efficiently
6. Processes and compiles various reports
7. Inspects returned items for condition and status, computes any applicable fines, and cleans materials as needed
8. Cares for the entire collection by shelf-reading, shifting, and straightening; inspects materials for damage and collaborates with colleagues on questionable items
9. Creates and maintains attractive and timely displays; merchandises library materials
10. Markets and promotes library materials and resources to patrons
11. Develops and assists with various projects; e.g. task forces, committees.
12. Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization
13. Performs additional duties as assigned

### **MINIMUM QUALIFICATIONS:**

1. High school diploma or GED
2. Ability to maintain confidentiality and use appropriate judgment in handling information and records
3. Excellent communication and interpersonal skills
4. Some experience related to customer service
5. Ability to work accurately with attention to detail
6. Ability to arrange items in alphanumeric and/or subject order
7. Ability to retain and follow circulation department policies and procedures
8. Proficient in the use of common computer software programs

### **PHYSICAL DEMANDS**

Ability to sit and use a computer for extended periods and operate standard office equipment, daily

Ability to lift and move up to fifty (50) pounds, occasionally

Ability to push book trucks with up to 150 pounds of materials on them, daily

Ability to stand for extended periods, daily

Ability to perform repeated reaching, bending, climbing and squatting, daily

Travel by automobile, occasionally

### **WORKING CONDITIONS**

Majority of work performed in general office/library environment

Requires availability for extended hours as needed

Requires evenings and/or weekends

Requires periodic participation and attendance at events and trainings

*This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.*