

**City of West Bend  
Position Description**

**Department: Library**

**Posting Date: April 12, 2018**

**Position Title: Circulation Assistant**

**FLSA: Non-Exempt**

**Reports To: Head of Circulation**

**Emergency Personnel: No**

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**Purpose of Position:**

The circulation assistant is responsible for greeting and handling the needs of patrons in regards to circulation. These duties include but are not limited to check out, check in, library card registration, and handling payments of fines and fees.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Check out and check in of materials
- Register patrons for library cards and replacement library cards
- Collect fines and fees required of library patrons and issue receipts
- With the assistance of the Head of Circulation, process and complete tasks associated with various library reports
- Answering phone calls and transferring those calls to appropriate staff members when necessary
- Sorting and filing of materials onto appropriate shelves
- Unload materials from the book drops and those that come in from other libraries through the delivery service
- Ability to work evenings
- All other duties as assigned

**Other Abilities Skills and Knowledge**

- Ability to use office equipment such as a photocopier machine
- Attention to detail
- Excellent communication skills
- Excellent problem solving skills

- Ability to work independently and as a team
- Speak and write effectively
- Understand and follow written and oral directions
- Understand policies and procedures of the library

**Minimum Training and Experience Required to Perform Essential Job Functions**

- High School Diploma
- Physical ability to sit and/or stand for prolonged periods of time
- Ability to lift, push, pull heavy carts (up to 40 pounds)

**Knowledge, Skills, Abilities, and Physical Requirements Necessary to Perform Essential Job Functions**

**Physical Requirements**

While performing the duties of this job, the employee is frequently required to talk, hear, stand, walk, sit and use hands.

**Environmental Adaptability**

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, upset individuals and intimidation poses a very limited risk of injury. Work is generally performed in the library and/or office setting.

This position description has been prepared to assist in defining job responsibilities, physical demands and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, and add to or delete from any section of this document as it deems in its judgment to be proper.

The City of West Bend is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Name (Please Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date