

AMHERST PUBLIC LIBRARY

Open Position Description

Job Title: Circulation Assistant - **Substitute**

Immediate Supervisor: Circulation Manager

Hours: As needed - evening, day and weekends
with possibility of 1 or 3 regular days in future

Pay: \$9.50 per hour

General Job Description:

This position is working with the public, in person and on the phone, to ensure excellent customer service and the effective flow of library materials, as needed.

Necessary Qualifications:

A high school diploma is required. Excellent customer service skills and the ability to work well with a partner at the front desk *and* all levels of staff, while maintaining a professional approach, is required. Computer speed and comfort, knowledge of basic applications and the ability to use dedicated software, are necessary. The ability to multi-task is a must. Library experience is helpful, and knowledge of the Dewey Decimal System is needed.

Work Environment:

This position is mostly performed indoors and standing for long periods of time at the front desk. Also required, however, is to go outside to empty the drop box which will require bending, heavy lifting and/or pulling. When help is needed putting items away, this position would require the ability to get down to, and up from, a kneeling position *repeatedly*. The ability to balance on a step stool and stretching for higher shelves with books in hand is necessary. Being able to read small print on many labels and or spines of shelved books is a must.

If interested, please request a job application at the front desk. Return your completed job application along with your resume' to the Amherst Public Library Circulation Manager.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Amherst Public Library.