



POSITION TITLE: PRN LIBRARY CIRCULATION ASSISTANT
FLSA: NON-EXEMPT
REPORTS TO: BRANCH MANAGER

SUMMARY OF POSITION: The PRN Library Circulation Assistant provides excellent customer service to library patrons by assisting with circulation services and general library operations on an as-needed basis. This position fills in for staff absences, assists during busy service periods, and supports special events or programs as requested. Work is performed under the supervision of the Branch Manager.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Staff the circulation desk and provide courteous, friendly customer service.
- Check library materials in and out using the integrated library system.
- Register patrons for library cards and update patron accounts.
- Collect fines and fees according to library policies.
- Answer telephone calls and respond to basic patron questions.
- Assist patrons in locating library materials and using the online catalog.
- Help patrons with public computers, printing, copying, scanning, and faxing.
- Process holds and notify patrons when requested materials are available.
- Empty the book drop and process returned materials.
- Sort returned materials and prepare items for shelving.
- Shelving library materials and maintain organized, attractive collections.
- Assist with displays, meeting room reservations, and library programs as assigned.
- Help maintain a clean, welcoming, and orderly library environment.
- Work at other library branches when needed.
- Perform other duties as assigned.

CORE COMPETENCIES:

- Customer Focus
- Communication
- Collaboration/Teamwork
- Personal Accountability/Delivering Results
- Diversity and Inclusion

EDUCATION AND EXPERIENCE: High school graduate and one year of work experience involved in public service; public library experience preferred but not required.



REQUIRED KNOWLEDGE AND SKILL:

- Excellent customer service and interpersonal skills.
- Ability to communicate effectively with patrons of all ages.
- Ability to work independently with minimal supervision.
- Strong organizational and multitasking skills.
- Ability to maintain confidentiality of patron records.
- Ability to work cooperatively as a member of a team.
- Dependable, flexible, and adaptable to changing work assignments.

CERTIFICATIONS AND LICENSES: Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force, and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing perception is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, work occasionally requires exposure to outdoor weather conditions.

SPECIAL REQUIREMENTS: This is a **PRN (as-needed)** position with no guaranteed minimum number of hours. Work schedules may include daytime, evening, and Saturday hours and will vary based on staffing needs. Employees may be asked to work at any Pittsylvania County Public Library location.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties and performance that may be required of employees or be used to limit the nature and extent of assignments an employee may be given. The County reserves the right to modify the job description as deemed appropriate.



SIGNATURES AND COMMENTS:

I have read this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Signature/Job Title of Supervisor

Date

Comments: _____

