

Position: Circulation Desk Assistant, Part-Time  
Grade: Library Assistant I  
Primary Assignment: Reserve Branch Library  
Supervisor: Reserve Branch Supervisor  
Salary: 13.14 per hour  
Hours: 16 hours, during evenings and Saturday hours only

All applications must be submitted in a **sealed envelope** and addressed to the Director's Office at 2920 New Highway 51, LaPlace, Louisiana 70068 by 5:00 pm on Friday, October 20, 2017.

**Duties:**

1. To perform a wide range of clerical and public service duties pertaining to the operation of the circulation desk, the branch, the maintenance of the shelves, and materials inventory.  
Inclusive, but not limited to:
  - a. To check-in and check-out library materials
  - b. To sort and re-shelve books and other library materials
  - c. To register borrowers and process library cards
  - d. To collect money for fines and fees
  - e. To assist in keeping the library clean/ neat and in good working order
  - f. To assist patrons with special needs to use the materials, resources and services of the library
  - g. To assist the public in the use of the photocopy machines and public access computers and Millennium Automated Cataloging System
2. To work in cooperation and professional harmony with fellow staff members, supervisors, and the community
3. To maintain confidentiality of registration, patron records, circulation and internal library business
4. To follow the policies and procedures established in the Policy and Procedures Manual and directives from the supervisor and administration

**Qualifications:**

- High School Diploma, or equivalent, plus at least one year of college, or post-secondary education
- Must have clerical skills including keyboarding skills
- Must have basic knowledge of Microsoft Office products and the use of search engines
- Must be able to use basic math skills efficiently
- Must have the ability to understand the basic routines of the library
- Must have experience in the use of office machines and computers and the willingness to learn

**Knowledge, Abilities and Skills**

The part-time circulation desk assistant is responsible for the functions of the circulation desk during the evening and Saturday hours of the library work week. This is the front line of communication between the library user and the library. The person in this position must have an outgoing

personality and be able to deal with a variety of temperaments and situations that may be encountered in the provision of service to the public. This person must have the ability to learn and master the variety of clerical, library and shelf maintenance tasks. The ability to accomplish tasks is crucial, as well as the ability to work with minor supervision.

**Applications are available at any branch of the library and on the library's webpage at**  
[tp://stjohn.lib.la.us](http://stjohn.lib.la.us)