

**ADAMSTOWN AREA LIBRARY
JOB POSTING**

**POSITION: Saturday Circulation Assistant
Average of 5.0 hours per week**

RATE: \$10.09/hour

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in the operation of the Circulation Department. Uses library computer system to register and update borrower information, checks materials in and out, collect fines and fees. Answers telephone inquiries.

Provides information to patrons, assists patrons in locating books and other materials. Performs reader's advisory. Assists with use of computers and computerized catalog. Promotes use of electronic database available on the AAL website.

Shelves materials.

Shares responsibility for building supervision, opening and closing procedures.

Supervises volunteers.

Assists in the processing of materials, processing intersystem delivery, and emptying book drops.

Sets up book and information displays.

Performs other duties as assigned by the Library Director.

Good ability in oral and written communications.

QUALIFICATIONS:

High school diploma or equivalency required.

Experience in computer operation required.

Knowledge of children's, young adult, and adult literature preferred.

Skilled in reading comprehensive and organization.

Ability to exercise initiative and good judgment.

Must have excellent customer service skills.

