



JOB ANNOUNCEMENT

Circulation Assistant

Job Summary

Under the general supervision of the Branch Manager, a Circulation Assistant provides customer service to patrons and performs procedures related to the circulation of materials. This includes but is not limited to:

- charging and discharging library materials to patrons using the Library System's automated circulation system
- assisting patrons with using the computers, copier, and fax machine
- placing materials on hold
- helping patrons find the information they seek
- explaining and implementing library policies and procedures

Additional duties may include aiding with community outreach and promoting library programs.

Hours

This is a full-time (40 hours weekly) position scheduled based on the operational needs of the branch and library system. The Willie Morris and Quisenberry Libraries are open from 10 am to 7 pm Monday through Thursday and 9 am to 5 pm Friday and Saturday.

Educational Requirements

High School Diploma or GED (Some College Desired). Position requires prior comparable work experience and computer skills; ability to effectively work with library patrons and staff; basic knowledge of library use and procedures preferred. Work requires standing for extended periods of time, stooping, and bending.

Equal Opportunity Employer

The Jackson Hinds Library System is an equal opportunity employer and provides equal employment opportunities to all employees and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To apply for this position, please send a short cover letter and resume to: ljglascoff@jhlibrary.org.