



## Floater Circulation Assistant

### Job Summary

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Under the general supervision of the Deputy Director, 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.

### Floater Assignment Expectations

This position is designated as a floater role and requires travel to multiple branches based on operational needs. The selected candidate must be flexible and able to adapt to varying work environments and schedules.

Responsibilities include:

- Working at different library branches as assigned
- Adjusting to schedule or location changes, including short-notice assignments
- Providing coverage for staff shortages, vacancies, or high-demand periods

Travel between branches is required. Mileage reimbursement will be provided in accordance with library system policy when traveling between multiple locations within the same workday.

### Hours

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This is a Full-time (40 hours weekly) position scheduled based on the operational needs of the branch and library system

## Pay Range

**\$15.25 – \$16.68 per hour**

This pay range reflects floater differential pay for the additional flexibility, travel, and multi-branch support required for this position.

## Essential Requirements

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- High School Diploma or GED (some college preferred)
- Prior comparable work experience and basic computer skills required
- Ability to effectively work with library patrons and staff
- Basic knowledge of library use and procedures preferred
- Must have **reliable transportation** and the ability to travel between branches as needed
- Must possess a **valid driver's license**
- Must be **authorized to work in the United States**
- Ability to stand for extended periods of time, as well as stoop and bend as required

## Equal Opportunity Employer

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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.