



## **ASSISTANT PROGRAMMING AND CIRCULATION LIBRARIAN**

### **JOB SUMMARY**

The Programming and Circulation Librarian assists with library programming, events, and library services that cater to patrons of all ages. In this position, the librarian facilitates programs and events, manages circulation tasks, and assists with general operations of the library.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Assist patrons of all ages to use the library, services, and resources.
- Educate patrons about library etiquette and rules.
- Assist with planning and producing programming events for all ages, especially with the library's children's programs.
- Assist with Summer Reading Programs, and annual events such as, Santa at the Library, Community Easter Egg Hunt, PreK Story Time, and other events or programs for all age groups.
- Maintain safety and organization in the children's, young adult, and adult departments.
- Help visiting school groups and liaise with educational institutions to distribute information about library programs.
- Stay informed about trends in literature and library services.
- Collaborate with the Director to curate collections and update selections based on patron preferences.
- Perform opening and closing procedures, including checking in/out books, reshelving materials, discharging, and renewing library materials.
- Register patrons for library cards, update records, and handle reserve requests.
- Respond to patron inquiries, resolve issues, and work at the circulation desk.
- Operate standard office equipment and perform light housekeeping tasks.
- Maintain professionalism and a positive demeanor when interacting with patrons and colleagues.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient with standard office equipment and software.
- Excellent interpersonal, communication, and customer service skills.
- Ability to prioritize tasks and work independently.
- Flexibility, creativity, and adaptability to diverse patron needs.
- Visual acuity for computer work and manual dexterity for handling equipment.
- Physical capability for tasks such as lifting/moving books, shelving materials, and carts up to 45 pounds.
- Ability to work with the public and maintain a welcoming environment.

### **WORK ENVIRONMENT**

- Primarily indoor conditions with occasional outdoor maintenance visits.
- May be required to work special evening or weekend hours.

### **EDUCATION, EXPERIENCE, AND TRAINING**

- High school diploma.
- Experience in customer service, computer skills, and familiarity with social media.
- Strong interest in literature and library services.