**Orrville Public Library Job Description**

**June 2010**

**Revised January 2012, December 2014,**

**October 2015, September 2021**

**Circulation Assistant I - Page**

Labor Grade 3 Position begins at $11 per hour

**Description:**

The Circulation Assistant I – Page is primarily responsible for shelving materials and shelf-reading.

**Department:** Circulation

**Reports to:** Circulation Manager

**Positions Supervised:** None

**Minimum Qualifications:**

* High school student.

**Requirements:**

* Communicate effectively, in written and verbal format, with patrons and co-workers.
* Present a positive professional image to the public.
* Maintain confidentiality.
* Provide excellent customer service, exhibit a courteous and respectful attitude.
* Organize, prioritize, and coordinate multiple tasks.
* Work a flexible schedule, including evenings and weekends.
* Develop and maintain effective working relationships with supervisor and co-workers.
* Willingness to learn and use current and future technology.
* Arrange items in alphabetical and numerical order.
* Stand for long periods of time.
* Lift, push, and pull a light to moderate load.
* Successful completion of a criminal background check for applicants over the age of 18.

**Responsibilities:**

* Sorts and shelves materials.
* Straightens materials.
* Shelf reads.
* Rearranges shelves.
* May pull materials based on reports.
* Maintains patron confidentiality.
* Effectively communicates with patrons and co-workers.
* Performs other duties as required.