

Hubbard Public Library  
436 West Library Street  
Hubbard, Ohio 44425-1793

Phone: 330-534-3512  
Web: [www.beyond-books.org](http://www.beyond-books.org)

### **Job Opportunity**

#### **Position: Circulation Assistant**

- Part-Time –20 hours a week – including some evenings and weekends.
- \$11.30 per hour

**Goal:** To efficiently and accurately process library materials and supplies and make the library a pleasant and rewarding place to visit and use by carrying out responsibilities accurately and cheerfully.

**Reports to:** Circulation Leader and Technical Services/Circulation Supervisor

Full or part-time, including some evenings and weekends.

**Minimum qualifications:** High School Diploma.

#### **Required Knowledge and Skills:**

- Ability to present a warm, welcoming image working with the public in person and on the phone.
- Ability to perform filing and other clerical tasks reasonably and accurately.
- Ability to develop knowledge of the current circulation system.
- Ability to follow written and oral instructions.
- Ability to learn computer hardware and software applications used in the library.
- Willingness to learn and adhere to library policies and procedures.
- Must work independently, often without direct supervision.
- Ability to efficiently use a computer.

#### **Essential Duties and Responsibilities:**

- Promptly relays all suggestions, problems, and complaints to Circulation Leader.
- Performs opening and closing duties according to established procedures.
- Charges and discharges library materials according to established procedures, emptying materials return bins regularly.
- Collects fines and charges for overdue, lost, or damaged materials and maintains fine records.
- Answers directional questions and refers all reference questions and problems to Information Desk.
- Registers borrowers and explains lending rules.
- Renews (expired registrations and library materials).
- Verifies voter registration is complete.
- Daily reset of people counter.
- Shelves and files library materials, returning library materials to proper locations in the library collection.
- Clears library tables nightly and keeps reading and new materials display areas in order.

- Maintenance of library materials (shelf reading and straightening, cleaning materials, and monthly weeding of newspapers).
- Assists with processing library materials as assigned.
- Performs other related duties as assigned.

**Effort Required:**

- Work generally requires standing and walking over 90% of the time.
- Much lifting and carrying of stacks of books, packages, and similar weights up to 25 lbs.
- Ability to perform repetitive tasks.
- Agility and strength for pushing loaded book trucks and shelving and retrieving library materials stored from near floor level to 90" high.
- Requires attention to visual detail and manual dexterity for using the computer, keyboard, mouse, printer, and other office equipment.

Must be able to work with frequent interruptions

**Submit cover letter, resume, and references (including contact information) to:**

**Charlene Helsel-Kather, TS/Circulation Supervisor**  
**436 W. Liberty Street, Hubbard, OH 44425**  
[Charlene@beyond-books.org](mailto:Charlene@beyond-books.org)  
**330-534-3512 ext. 6102**  
**330-534-7836 (fax)**

**Application Deadline: Opened until Filled**