

## **Rampart Library District On-call Circulation Assistant**

### **Job Description Summary:**

This is an entry-level position responsible for providing high-level customer service by responding to the needs of our patrons in a friendly and helpful manner. Under direct supervision of the Circulation Manager/Branch Manager, the On-call Circulation Library Assistant handles materials and performs circulation duties.

### **Special Qualifications:**

Ability to work evenings and weekends. Be able to accept a work assignment with little notice. Be able to work both the Florissant and Woodland Park Public Library locations.

### **Minimum Qualifications:**

- Must be a minimum of 16 years of age.

### **Essential Functions:**

- Provide excellent customer service.
- Maintain patron and staff confidentiality.
- Sort and shelve materials in proper order.
- Handle money.
- Check materials in and out.
- Perform other job-related duties as requested.
- Adhere to all policies and procedures of the Rampart Library District.

### **Required Knowledge, Skills, and Abilities:**

- Flexibility with changing tasks and procedures.
- Accurately file alphabetically and numerically, and read visual cues.
- Friendly and approachable demeanor.
- Positive attitude toward patrons and staff.
- Communicate effectively.
- Perform repetitive tasks while maintaining concentration and accuracy.

### **Required Physical Abilities:**

- Stand and/or walk for 4 or more hours per day.
- Bend/stretch without limitation and lift up to 35-50 pounds.
- Push a loaded book cart (with wheels) weighing up to 120 pounds.
- Vision and hearing must be such to allow performance of essential functions.

**SALARY:** \$13.00/hour. No set schedule: on-call status for shifts as they become available. No benefits.