

JOB OPENING: CIRCULATION ASSISTANT

Work Schedule: 14-16 hours/week; Tuesday 5-9, Thursday 1-5, Friday 8:45-1, and one weekend per month (Saturday 8:45-5 and Sunday 12:45-5).

Salary: \$12.00 per hour. No benefits.

The Fremont Public Library is seeking a flexible and enthusiastic person with excellent customer service skills to join our circulation staff. In this position you will be dealing directly with library patrons and visitors.

Primary Duties:

- Greets and directs library patrons.
- Performs library material check-in, check-outs, and renewals in accordance with established library policies and procedures.
- Receives and records patron's fees.
- Issues library cards and maintains library patron records.
- Answers telephone calls and provides routine information or refers calls to appropriate departments.
- Communicates library policies and procedures to patrons and staff in an accurate and courteous manner.
- Assists with shelf reading and shelving of materials, as needed.
- Performs related duties as required.

Qualifications:

- High school diploma or equivalent.
- Experience in a customer service environment.
- Ability to communicate well in both oral and written English; Spanish speaking a plus.
- Working knowledge of personal computers and related software.
- Operate a cash register.
- Maintain effective working relationships with other people.

Physical Demands:

- Requires full range of body motion including standing, sitting, bending, and stooping.
- Ability to lift and move books.
- Ability to push and pull book carts.

Apply in person at the Checkout Desk or [click here for an application](#) and turn it in at the Checkout Desk or email your resume and 3 references to kbolton@fremontlibrary.org

No phone calls, please.