

# Job Description

**Job Title:** Library Circulation Assistant  
**Department:** Library  
**Reports To:** Library Administrator

**Job Status:** Regular/Full-time (40 hours/week)  
**FLSA Status:** Non-exempt  
**Physical Strength:** Moderate

## SUMMARY

The Circulation Assistant is responsible for the Circulation Desk operation including ready reference and reference referral, circulation procedures, maintenance of the reserve collection, and the training and supervision of students who work at the Circulation Desk.

*Note: An MLS Degree is **not** required for this position.*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department needs.*

### General

- Maintains a working knowledge of functions and capabilities of the library's integrated library system.
- Assists in developing, executing and maintaining circulation policies and procedures.
- Assists library users and provides ready reference and reference referral.
- Notifies library users for return of overdue materials.
- During school year, provides on-the-job training and supervision of student library assistants assigned to the Circulation Desk.
- Maintains compliance with library regulations.
- Organizes and maintains the reserve collection.
- Maintains familiarity with online resources.
- Responsible for the timely processing of Call Slip loan requests.
- Searches the system to locate holdings information for the loan requests, uses the system to send, receive and track items.
- Maintains the "books for sale" stack using the designated donated books.
- Discards books from the catalog system.
- Assigns study carrels.
- May shelve and reshelv library materials and shift the collection when necessary.
- Frequently interacts with individuals both within and outside of organization.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mt. Angel Abbey.

## SUPERVISORY RESPONSIBILITIES

None.

## QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of general circulation procedures
- Understanding of computer programs and functions associated with Library circulation, including Windows-based software use of the Internet.
- Good records management skills.
- Familiarity with library materials, library circulation procedures, and the Library of Congress Classification System preferred.

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- Must be able to read, write, speak, and understand English at level necessary to successfully perform assigned responsibilities.
- Demonstrated ethic of accountability in the workplace; experience maintaining strict confidentiality and discretion.
- Ability to support others' objectives as his/her own.
- Requires excellent judgment, communication skills, and a personal commitment to outstanding customer service.
- Must be a self-starter with ability to work both independently and as a member of a team.
- Ability to take initiative on projects as directed and demonstrate excellent time management skills, while demonstrating a high degree of flexibility, adaptability and the ability to prioritize tasks and simultaneously focus on multiple projects and deadlines.
- Strong attention to detail management and organization, with a 'process quality' mindset.
- Strong oral and interpersonal communications skills and phone etiquette, with a demonstrated ability to interact with a variety of individuals from a diverse variety of backgrounds and cultures, at all levels of the organization.
- Ability to thrive in a dynamic and friendly environment characterized by growth and change.
- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor, and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Demonstrated self-confidence, diplomacy, intellectual curiosity and a passion for supporting a culture of learning.
- Must be able to balance the needs and requirements of both the monastic and corporate structures within the organization and ensure that decisions are in the best interest of the entire Abbey.
- Must have working knowledge of the Catholic Church. An understanding of a Catholic Abbey and Seminary helpful.
- In order to provide our guests and employees with a pleasant and healthy library experience, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.
- Requires occasional weekend and/or evening work.
- Regular and predictable attendance is an essential function of the job.

## **EDUCATION and/or EXPERIENCE**

Any combination of education, training or experience that provides the knowledge, skills and abilities required to perform the essential functions of the position.

- High school education required, Bachelor's Degree preferred.
- One year or more experience with an integrated online library system preferred.
- Prior supervisory experience preferred.

## **LANGUAGE SKILLS**

Strong verbal and written skills.

## **MATHEMATICAL SKILLS**

Solid basic math skills.

## **COMPUTER SKILLS**

Computer skills using Microsoft office suite, Mac computers.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None.

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## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead.
- Ability to push heavy book trucks and lift book boxes weighing up to 30 pounds.
- Will frequently (several times per week) lift small boxes weighing up to 15 pounds.
- Will occasionally enlist assistance help in lifting larger objects weighing up to 50 pounds.

## WORK ENVIRONMENT

Office environment.

An application for employment can be found online at  
<https://www.mountangelabbey.org/join-us/employment/>

Qualified applicants can mail, fax, or email a completed application and resume to:

Mount Angel Abbey  
Attn: Human Resources  
1 Abbey Drive  
Saint Benedict, OR 97373

Fax: 503-845-3040  
[HR@mountangelabbey.org](mailto:HR@mountangelabbey.org)

*The mission of Mount Angel Abbey and Seminary is grounded in the Benedictine, Roman Catholic faith tradition that shapes our deepest values and way of life. We seek to foster an environment that honors and respects the inherent differences and gifts among our monks, students, faculty, employees, friends and guests. We cultivate a spirit of inclusiveness and respect for others that neither denies nor exaggerates differences. Located on a hill overlooking the town of Mount Angel and the farmland of the Willamette Valley, Mount Angel Abbey offers a unique work environment. Mount Angel Abbey is an equal opportunity employer. A pre-employment background check and drug screen are required.*