

## Job Title: Circulation Assistant

**Department:** Ellsworth Public Library

**Location:** 20 State St. Ellsworth, ME 04605

**Reports To:** Circulation Supervisor

**Employment Type:** Part-time

---

### Position Summary

This position assists patrons, circulates and organizes materials, verifies the accuracy of patron information, and all other duties as assigned by the circulation supervisor. The position has a pay rate of \$20 per hour and is scheduled on desk for two 6-hour weekday shifts, 11 AM to 5 PM on Mondays, 12 PM to 6 PM on Wednesdays and one Saturday per month 9 AM to 2 PM.

---

### Key Responsibilities

Responsibility #1 Assists patrons with a welcoming and professional demeanor.

Responsibility #2 Circulates library materials: check in and check out items using the library automation system, receive materials from book returns and couriers, shelve returned items.

Responsibility #3 Organizes and maintains the library's public spaces.

Responsibility #4 Verifies and completes patron registrations.

Responsibility #5 Collects money for library fees, donations, lost or damaged items, etc.

Responsibility #6 Assists with processing library van delivery.

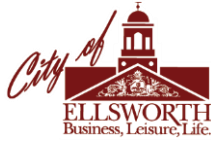
Responsibility #7 Stays apprised of organizational communications and current library happenings.

Responsibility #8 Performs duties in other library areas and participates in library special projects as needed or as requested by the Director or Circulation Supervisor.

---

### Required Qualifications

- **Education:** High School diploma preferred
- **Experience:** Library experience or customer service experience preferred
- **Skills and Knowledge:**
  - Excellent computer skills with the ability to answer patron technology questions regarding devices, printing, copying, email, etc.
  - Thorough knowledge of books and authors across multiple age ranges and genres
  - Good oral and written communication skills
  - Skill in organizing and prioritizing multiple responsibilities
  - Ability to handle a frequently fast-paced position with numerous interruptions



---

## Core Competencies and Attributes

- Requires the ability to learn to use the equipment, procedures, and software that pertain to the library with skill and efficiency
- Ability to carry out assignments independently and accurately
- Must possess excellent interpersonal skills to work cooperatively with fellow staff and patrons
- Able to remain polite and professional at all times and is enthusiastic and patient about serving all types of people

---

## Work Environment and Physical Requirements

- **Work Setting:** This position is based at the public services desk, but is required to assist patrons throughout the building and may help with programs
- **Physical Demands:** While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear. The employee is frequently required to walk; use hands or fingers, handle or feel objects, tools, or controls; bend and reach with hands and arms. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- **Travel Requirements:** Occasional travel to off-site meetings and conferences may be required.

Please submit a resume and brief CV to [director@ellsworthlibrary.net](mailto:director@ellsworthlibrary.net)

Effective Date: 6/23/26