

City of Elkhorn

POSITION TITLE: Circulation Aide

FLSA: Non-Exempt

DEPARTMENT: Library

REPORTS TO: Circulation Supervisor

DATE: November 2025

Purpose of Position

Under supervision of the Circulation Supervisor, the Circulation Aide shelves and organizes library materials and completes other duties as assigned.

Essential Duties & Responsibilities

- Shelves and organizes library materials.
- Answers directional questions and refers patrons to appropriate staff.
- May assist with cleaning and set-up for programs.

Knowledge and Abilities

- Ability to understand and perform routine library procedures.
- Ability to work effectively with people of all ages.
- Effective personal communication skills. An approachable, friendly, and helpful manner is essential.
- Basic computer skills including keyboarding and mouse skills.
- Ability to maintain a consistent schedule, working 3-5 days a week.
- Exhibits an eye for detail; Able to take the initiative in cleaning and organizing materials in the library.

Physical Demands

- Ability to remain standing or crouching for long periods of time.
- Sitting, standing, climbing, stooping, kneeling and walking.
- Bending, twisting and reaching.
- Lifting and carrying up to 50 pounds.
- Pushing and pulling objects weighing up to 300 pounds on wheeled cart.
- Handling: picking up, processing and shelving books.
- Fingering: keyboarding, writing, filing, sorting, and shelving.
- Vision: far vision at 20 feet or further; near vision at 20 inches or less.

Mental Requirements

- Communication skills: ability to effectively communicate ideas and information in written and oral form with the public and the staff.
- Reading ability: effectively read and understand information in memos, reports, email, bulletins, etc.
- Ability to understand and follow instructions provided in written or verbal forms.
- Time management: ability to set priorities and arrange work flow in order to meet assignment deadlines.

Work Environment

- Indoor work environment.
- Flexible work hours spread over 3-5 days per week.

Education and Experience

- High school students age 16 or older are encouraged to apply. Juniors and seniors preferred, sophomores will be considered on a case-by-case basis.
- Previous library experience helpful but not required.

The Matheson Memorial Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.