

City of Elkhorn

POSITION TITLE: Library Associate/Circulation
DEPARTMENT: Library
UNION AFFILIATION: No

FLSA: Non-Exempt
REPORTS TO: Circulation Supervisor
DATE: August, 2026

Summary of Position

Under the supervision of the Circulation Supervisor, the Library Associate manages circulation desk routines, supervises and schedules the Library Assistants, and oversees activity at the Main Service Desk, including check out, registration of patrons, collecting fines & fees, check in and sorting, pulling library materials for the Pick List, and all the tasks of the Library Assistant. They will work with the library marketing coordinator in maintaining the library newsletter, the digital sign, and planning promotional displays. In addition, they will back up the Information Desk, have an overall knowledge of other Associate duties, assist in training new circulation staff and perform other library duties as assigned.

Essential Duties and Responsibilities

- Performs Circulation duties such as checking library materials in and out using the online database.
- Assists the Circulation Supervisor in training, assigning job duties, and supervising Library Assistants and Shelves on circulation tasks.
- Oversees shelving of all library materials in a timely manner.
- With Circulation Supervisor, prepares a weekly work schedule and desk assignments for Library Assistants. Handles desk substitutions when needed.
- Sorts library materials on carts and prepares them for shelving; shelves as needed.
- Registers patrons for library cards using the online database.
- Checks in delivery of materials from other libraries, empties book drops, prints the Pick List and pulls items for delivery and hold shelf.
- Answers directional and ready reference questions as well as more involved questions about databases, programs and other services.
- Assists patrons with use of the photocopy machine, SHARE catalog, self-checkout machine, microfilm machine and other library equipment. Assists patrons with printing from the internet.
- Calculates and receives overdue fines, fax and other money, operates cash management system, uses the copy machine to scan and send faxes.
- Performs reader's advisory services and related tasks like producing author bookmarks, read-alikes, shelf tags, etc.
- Provides backup at the Information Desk and assists with collection development.
- Assists in hiring and training new circulation staff.
- Acts as departmental lead when Circulation Supervisor is gone.
- Performs opening and closing procedures.
- Maintains confidentiality of library patron information.
- Acts as part of the marketing team in designing flyers, digital sign slides, and other promotional displays.
- Other duties include, but are not limited to: answering the telephone, planning and setting up displays, calling patrons about overdue materials, sorting and routing

mail, registering patrons for programs, processing magazines, run report to clear hold shelf and other reports as needed, administrative duties, etc.

Knowledge and Abilities

- Familiarity of library operations, services and procedures.
- Effective supervisory skills.
- Ability to effectively present information and respond to questions from patrons.
- Excellent communication skills in person, over the telephone and electronically. An approachable, friendly and helpful manner is essential.
- Ability to develop and maintain a positive working relationship with co-workers and library patrons. Excellent customer services skills are required.
- Knowledge of basic computer skills including keyboarding and mouse skills, use of online library catalog, databases, Microsoft Office, and searching the internet.
- Ability to operate basic office equipment such as photocopy machines, printers, scanners, telephones, cash register, etc.
- Ability to understand library policies and procedures and apply them to library operations.
- Ability to maintain a regular schedule including some daytime, evening and weekend hours.
- Ability to work independently, organize and prioritize work, respond to varied/ changing work demands and stressful situations, and make decisions as needed.

Physical Demands of Position

- Ability to remain standing for long periods of time.
- Sitting, standing, walking, climbing, stooping, and kneeling.
- Bending, twisting and reaching.
- Talking and hearing; ability to use the telephone.
- Lifting and carrying up to 50 pounds.
- Pushing and pulling objects weighing up to 200-300 pounds on wheeled cart.
- Handling, picking up, and shelving books and other materials.
- Fingering, keyboarding, writing, filing, and sorting.
- 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 for 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.
- Mathematical: Ability to calculate basic arithmetic without the aid of a calculator.
- Time management: Ability to set priorities and arrange work flow in order to meet assignment deadlines.
- Problem solving skills.

Work Environment

- Indoor work environment.

- 30 hour regular weekly schedule and part of the regular Saturday rotation.

Education and Experience

- High school diploma required.
- Familiarity with SirsiDynix or similar ILS is helpful.
- Familiarity with marketing tools such as Canva is helpful.
- Previous library experience preferred.

Applicants will be asked to:

- Provide a cover letter, resume, and 3 references.
- Complete an interview with the hiring committee, consisting of the Library Director, the Circulation Supervisor and other library staff or Library Board members.