



Circulation Specialist

Accountable To: Assistant Director

Location: Kamiah & Kooskia

Hours & Benefits: 20 Hours per week. Pro-rated vacation and sick leave accrual. Holiday pay

Status: Non-exempt

Under the direction of the Assistant Director, Circulations Specialists assist the public in finding library materials and provide a variety of circulation duties in a customer focused work environment.

Essential Job Functions:

Perform a variety of routine duties in the library including circulating materials, assisting the public, shelving materials and maintaining the order and appearance of the collection and public space.

Responsible for assisting the public in locating and requesting library materials, providing Reader's Advisory, use of library printing services, accessing library databases, resolving customer accounts, applying and explaining policies, and demonstrating patron confidentiality.

Tasks may also include assisting with children's, teen, or adult library programs, including the Homebound program; processing periodicals; processing materials, and other library circulation tasks.

Position may include other duties as assigned.

Minimum Qualifications

Must have a high school diploma or G.E.D. certificate. Education or experience with customer service, money handling and basic technology skills required.

The ideal candidate must demonstrate strong attention to detail; demonstrate excellent customer service skills; be able to maintain confidentiality; display strong interpersonal communication skills; have technology skills including general knowledge of databases, software packages, printing and scanning. Must work well within a team. Position may include other duties as assigned. Night and weekend shifts may be required.

Working Conditions

Work setting is formal, team oriented, having both routine and variable tasks. Work pace and pressure is variable, but frequently fast-paced and high pressure. Primary functions require the following: ability to work in an office and operate office equipment; ability to safely operate a motor vehicle (transit van); ability to stand for extended periods of time; ability to hear and understand speech at normal levels; ability to bend and twist, sit, stoop, kneel, push, pull, and crawl; ability to lift 35-40 lbs, ability to carry 30 lbs, ability to reach in all directions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job function

Approved: May 11th, 2026

Employee Signature

Date