



City of Rochester (NY)
Library Circulation Specialist

SALARY	\$38,311.00 - \$47,894.00 Annually	LOCATION	115 South Avenue Rochester, NY
JOB TYPE	Full-Time	JOB NUMBER	25FY0271PLA02
DEPARTMENT	Rochester Public Library	BUREAU	Central Library
OPENING DATE	01/13/2025	CLOSING DATE	1/27/2025 11:59 PM Eastern

General Description

The employee in this class performs fundamental and specialized circulation and patron services activities. This position provides patron services, with emphasis on all activities related to the circulation of library materials and promoting a welcoming environment for all patrons using the Library. This position is supervised by the Circulation Supervisor. Strong customer service skills and good judgment are necessary for this position. Related duties are performed as required.

LOCATION: CENTRAL BRANCH-CIRCULATION-115 SOUTH AVENUE

HOURS: Monday - Friday: 9:00am to 5:00pm (occasional evening & Saturday)

Typical Work Activities

- Greets patrons and assists as needed in person or on the phone;
- Checks out/checks in and places holds on library materials;
- Provides informational assistance using both electronic and print sources, in person and on the phone;
- Responsible for processing fines and handling money;
- Issues new and replacement library cards;
- Assists in processing of library materials;
- Assists in processing of inter-library loans and patrons special requests;
- Assists in training new employees

Minimum Qualifications

High School diploma or Equivalency diploma **PLUS:**

1. Three years of full-time Circulation library experience **AND**
2. Six months experience providing training and leading a specialized patron focused service

Agency

City of Rochester (NY)

Address

30 Church Street
Room 103A
Rochester, New York, 14614

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>