

Job Description

Position Title: Circulation Clerk, Part Time

General Summary: To provide exemplary customer service to all library patrons.

Essential Job Duties:

Greets and assists Library users in the circulation area employing effective customer service skills

Performs general circulation routines as appropriate; check-in, check-out, and renewal of materials

Processes applications for and issues new Library cards following appropriate procedures

Assists patrons in locating library materials, including reader's advisory, Interlibrary loan and new materials requests

Assist patrons with the use of public access computers and electronic reading devices

Informs Library users of the status of their Library records

Processes overdue materials, including collection of fines/fees and petty cash transactions

Informs Library users of Library Conduct and Borrowing Policies, enforcing them when appropriate

Keeps a neat and orderly front desk area at all times

Attend staff workshops and meetings

Other responsibilities and duties as assigned

Job Requirements:

Must possess High School diploma or equivalency.

Must be able to work evenings and weekends.

Must possess or learn excellent customer service skills.

Must be able to stand for long periods of time and push fully loaded book carts which can weigh up to 100 lbs.

Must be able to learn library procedures and library computer system.

Must be able to type and be proficient in use of computers

Ability to understand and follow written and oral directions.

Ability to establish and maintain effective working relationships with co-workers and the public.

Ability to lift up to 40 lbs

All employees are required to participate in our payroll direct deposit program.

Knowledge of modern office equipment and software preferred.

Hours: Part-time/Hourly position, approximately 16 – 20 hours per week. Requires some evening and weekend hours.

Salary: \$10.00 per hour