

## **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 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.
- All employees are required to participate in our payroll direct deposit program.
- Knowledge of modern office equipment and software preferred.

### **Essential Physical Job Requirements:**

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees.
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.

- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor and perform assigned library operations, and to attend Library district, community, and public meetings at various locations.
- Lift up to 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop and reach shelving from floor level to 6 feet high, and stand or walk for at least 1 hour at a time.
- Tolerance for dust and mold which permits the employee to work with books and other library materials as well as work in older buildings.

**Hours:** Part-time/Hourly position, approximately 12-16 hours per week. Requires some evening and weekend hours.

**Salary:** \$11.00 per hour