JOB DESCRIPTION

Position Title: Circulation Clerk

Classification: C

Supervisor Title: Circulation Department Manager OR Assistant Circulation Manager

FLSA Status: Non-Exempt

# REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

# POSITION SUMMARY

Under the supervision of Circulation Manager OR Assistant Circulation Manager, this position facilitates superior library service to patrons by performing various circulation functions and providing customer service at the public service desk.

Specific responsibilities will be assigned by the supervisor on the basis of experience, skills, and specific needs of the department and number of hours worked.

# REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a secondary degree (e.g. High School Diploma) or experience:

* **Communication Skills** include conveying, receiving, responding, and expressing communication of written and verbal information.
* **Computer Skills** include accessing word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing basic internet searching, and using cloud-based communication tools such as Google Chat and Zoom.
* **Critical Thinking** includes analyzing and evaluating information in order to assess an issue and make a decision within the scope of the position.
* **Time Management** includes prioritizing tasks, meeting deadlines, and managing time with minimal guidance.

1. Working knowledge of alphabetical and numerical systems, and the ability to apply those systems to library materials.
2. Knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
3. Knowledge of integrated library systems as well as other library applications.
4. Knowledge of routine library functions and procedures.
5. Ability to work with detail, precision and accuracy.
6. Ability to perform repetitive work for the length of a shift.

# ESSENTIAL FUNCTIONS

1. Provides customer service to patrons including registering patrons for library cards, checking out and renewing materials, redirecting to other departments, and assisting with simple material searches by entering, locating, and retrieving information in the ILS database.
2. Inspects and redirects materials for cleaning, repair, withdrawal, reordering.
3. Handles sorting, locating, retrieving, and shifting of library materials.
4. Participates in relevant training, continuing education and/or staff development.
5. Performs other duties as assigned.

# WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and the automated materials handler. Noise level may vary from quiet to loud. The employee may be required to work evening and weekend hours.

# PHYSICAL REQUIREMENTS

1. Constantly communicates with other staff and patrons.
2. Constantly discerns items near and far.
3. Frequently positions self to retrieve and place materials located near the floor and up to 6’ high.
4. Frequently operates a computer and other office machinery, such as printers, copiers, and other equipment with touch screens and push button keys.
5. Frequently moves about the department to retrieve, place materials, or assist patrons.
6. Frequently marks, positions, and attaches labels to materials.
7. Occasionally moves, transports, and positions materials up to 50 lbs.