

## **JOB DESCRIPTION**

**Job Title:** Circulation Clerk

**Application Deadline:** 5 p.m. Friday, March 27, 2020

**Position Type:** Part-time

**Beginning Pay Rate:** \$10.00/hr; 15-19 hours/week

Position Overview: Under the general direction of the circulation manager and supervision of the library director, performs a variety of clerical services in support of circulation function. Also performs a variety of duties that include order entry, data entry, materials processing, and collection maintenance.

### **Duties and Responsibilities include, but are not limited to, the following:**

1. Provides excellent service to the public at the Circulation Desk while checking in and out library materials, collecting money from lost and damaged materials, issuing new/replacement library cards, registering new patrons and processing name and address changes.
2. Responsible for collection maintenance duties: sorts and shelves library materials; empties book drops, shelf-reading; shifts materials; cleans and inspects library materials for damage; discards and repairs library materials
3. Ensures circulation policies and procedures are followed for the proper handling of patron and material records for an accurate library database. This includes data entry of late, lost, damaged, and claims returned items, and patron information including necessary notes
4. Sorts, packs, unpacks and inspects library materials received from or being delivered to other libraries
5. Runs reports and lists for item hold information and inter-library loan requests. Searches shelves for requests, retrieves items requested, and routes items appropriately
6. Provides informal readers' advisory from the circulation function
7. Provides directional information to the public in-person and by telephone. Refers reference requests to the reference staff
8. Provides information to patrons regarding the Library's circulation policies, procedures and refers issues to the Director as appropriate
9. Counts, balances and records monies received through the circulation function
10. Provides assistance to patrons and staff in the use of library equipment and machines (e.g., copier, on-line catalog, word processing, etc.); performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams
11. Unpacks and sorts new and donated materials for processing
12. Processes new library materials for circulation. Duties include attaching bar codes, typing and attaching spine labels, applying ownership stamps and preparing jackets.

13. Mends and cleans worn and/or damaged library materials as needed
14. Performs other clerical tasks upon request, including materials order entry, supply ordering, word processing, filing, checking in new periodicals etc.
15. Performs other duties as assigned

**Job Requirements:**

1. High school diploma or GED required. Associate's degree preferred.
2. Strong customer service skills
3. Team player
4. Detail-oriented
5. Previous work experience in a library or retail setting preferred
6. Basic clerical skills including computer and telephone skills
7. Basic mathematical skills necessary for routine calculations.
8. Working knowledge of Flat River Community Library policies and procedures.
9. Ability to work with general supervision and adhere to established policies and procedures.
10. Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
11. Visual acuity necessary to retrieve library materials from shelves or storage areas.
12. Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder- or below knee-level, and lift/carry materials and delivery bags weighing up to 40 pounds.
13. Hearing ability to answer telephone and patron inquiries.
14. Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer.
15. Ability to operate a variety of equipment including computer, cash register, fax and copy machine
16. Valid Michigan driver's license and available transportation

**Working Conditions:**

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise
2. Requires occasional travel to meetings and training
3. Work hours are varied, including evening and weekend hours
4. Frequent sitting/standing in one position for extended periods of time

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Letters of interest and resumes in response to the posting will be accepted until 5 p.m. Friday, March 27 and may be submitted to Flat River Community Library Director Mattie Cook via email at [gremc@lcoop.org](mailto:gremc@lcoop.org), or delivered to the library at 200 W. Judd St. Greenville, MI 48838.