JOB TITLE: Circulation Clerk  FLSA: Non-Exempt
DEPARTMENT: Circulation  GRADE: 7
REPORTS TO: Circulation Supervisor  DATE: December 13, 2021

SUMMARY:
Assists the circulation desk supervisor in handling circulation desk duties, primarily checking materials in and out of circulation. Promotes and supports the overall mission and strategic plan of the Library by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

ESSENTIAL FUNCTIONS:
This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. May work occasional evenings and weekends.

- Delivers public services for patrons of all ages in a creative, organized, friendly, polite, service-oriented, self-motivated and enthusiastic manner to create a welcoming library environment.
- Handles routine circulation desk jobs, including, but not limited to, maintaining hold shelves, checking materials in/out, collecting fees, and registering new/renewing patrons.
- Prepares morning banking.
- Maintains and shelves the new fiction collection.
- Answers basic directional questions, but refers most questions to information services staff.
- Straightens shelves and furniture within view of the circulation desk.
- Maintains materials repair shelves, lost/found shelf, DVD cleaning, and weeding shelf.
- Assists in preparing new patron tri-fold brochures.
- Assists with curbside delivery, when in place.
- Keeps current on circulation procedures by reading circulation blog, and circulation bulletin board on a daily basis.
- Maintains the Seed library.
- Helps with building-wide patron events with prior supervisor approval and will display a professional appearance by being prepared for/punctual to events.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High school diploma or GED. Library experience preferred.

Required Certificates, License, and Registrations:
Continued employment is contingent upon all required licenses and certificates being
maintained in active status without suspension or revocation.

None

**Required Knowledge and Skills**

**Required Knowledge:**

- Library policies and procedures.
- Automated library systems, on-line tools and resources, and the internet.
- Standard office practices and procedures, including filing and the operation of stand office equipment.
- Techniques for working with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

**Required Skills:**

- Understanding and following oral and written instructions.
- Use of personal computers and associated software.
- Communicating effectively in oral and written forms.
- Maintaining accurate records of work performed.
- Using tact, discretion and prudence in working with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with a variety of individuals contacted in the course of the work.

**PHYSICAL/MENTAL REQUIREMENTS:**
*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to work in an office setting, and stamina to sit, stand, and walk for extended periods of time; strength to lift and carry up to 20 pounds; agility to bend, reach and climb; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

**WORKING ENVIRONMENT:**
*Night, evening and weekend work as required.*

Work is performed in an office setting.