**CIRCULATION CLERK**

**FUNCTION:**

Is responsible for opening and closing the library at designated hours, for assisting the public in locating library materials, for enforcing library policies and for maintaining records and statistics. Reports directly to the Branch Manager or Circulation Supervisor.

**RESPONSIBILITIES:**

* Implements and enforces policies approved by the Library Board
* Utilizes resources in the branch to answer patron requests
* General circulation duties

**DUTIES:**

* Check materials in and out
* Issue library cards after verifying patron information
* Compile daily circulation statistics
* Reserve materials and notify patrons when materials are available
* Shelve and shelf read keeping them orderly and shifting when crowded
* Collect fees and fines for damaged and overdue materials
* Clean and mend materials as necessary
* Schedule meeting rooms
* Attend staff meetings
* Assist public with Internet
* Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with patrons, co-workers and supervisors.
* Other duties as assigned

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

* High school diploma or equivalent
* Accuracy and attention to detail
* Good oral and written communication skills
* Dependability
* Proficient computer skills
* Ability to drive and have access to a vehicle preferred

**PERFORMANCE REQUIREMENT:**

* Attitude: professional conduct, embraces and supports change, creative, enthusiastic, and positive with coworkers and the general public
* Initiative: self-starter, seeks opportunities, uses good judgement, takes intelligent risks
* Accountability: owns responsibilities, avoids excuses
* Service: models excellent patron interaction, collaborative within and outside of the library
* Skills: standard library and computer technology, organizational planning and reader’s advisory

**PHYSICAL REQUIREMENT:**

* Physically able to lift and carry boxes of books and ability to bend and reach items above or below
* Ability to stand for long periods of time

**WORKING CONDITIONS**:

* Flexible schedule, including nights and weekends

**2020**