

**Title: Circulation Clerk**

Reports to: Director

**General Summary**

Performs circulation services and circulation desk operations; responds to patron requests in person and via telephone.

**Essential Job Functions**

1. Performs all duties assigned accurately and proficiently
2. Responsible for circulation of materials to patrons; sorting and loading carts for shelving; shelving of materials; shelf reading; processing holds, returns, and library materials through delivery.
3. Adapts and responds to multiple priorities, interruptions, and demands.
4. Retains knowledge and stays current on library policies and procedures.
5. Communicates effectively with patrons, coworkers, and professional colleagues; resolves problem situations and collaborates positively across departments.
6. Answers the telephone in a courteous and efficient manner; responds to routine inquiries regarding the library.
7. Assists in organizing adult programming throughout the year.
8. Shares responsibility for building supervision; opening and closing the library following established procedures.
9. Attends library conferences and workshops that relate to duties as authorized or recommended by the Library Director.
10. Performs other duties as assigned by the Library Director.

**Job Requirements**

**Knowledge, skills, and abilities**

1. Ability to perform general and library clerical methods and practices.
2. Ability to carry out the general rules and regulations of the library systems.
3. Ability to assist with library circulation procedures.
4. Ability to deal tactfully and courteously with the public and adhere to patron confidentiality.
5. Ability to establish and maintain effective working relationships with the general public as well as co-workers.
6. Ability to make minor decisions in accordance with library policies and procedures.
7. Ability to assist superiors in various phases of library work.
8. Ability to sort and file alphabetically and numerically.
9. Ability to operate computers and other common office equipment; ability to learn various computer-related library systems and applications.
10. Ability to read numbers and letters rapidly and accurately.
11. Ability to communicate effectively, both orally and in writing.
12. Requires physical agility and strength to bend, reach, lift, and carry (up to 25 lbs.)
13. Ability to work with moderate supervision.
14. Ability to maintain composure in a stressful work situation.
15. Ability to read titles on shelves and print on computer screens.

**Minimum Education & Experience Required**

High school diploma or equivalency required; some college preferred; relevant library experience desirable.