

**CHERRY VALLEY PUBLIC LIBRARY DISTRICT
JOB DESCRIPTION
2023-24**

Position: Circulation Clerk

Education: High school diploma or equivalent required, college preferred; skills desired include the ability to work with Microsoft Office products, Internet proficiency, and current technology knowledge; employee is expected to become a certified passport acceptance agent within three months of hire. Strong front-line customer service skills and work experience in a library are desirable.

Salary: \$15.50 to \$18.75/hour (\$18.75 is the middle of the pay range. Based on experience)

Benefits: Paid holidays, vacation, PTO, paid sick time

Hours: Hours include daytime, evening, and weekend shifts as set by Public Services Manager. Typical schedule is Monday – 8:30am to 2:30pm; Tuesday – 12:00pm-8:00pm and a weekend rotation which averages approximately one Saturday and one Sunday per month.

Qualification Standards:

- Ability to lift, push, or pull up to 25 pounds occasionally and up to 10 pounds frequently.
- Ability to bend, reach, sit, stand, and walk as needed throughout shift.
- Demonstrable English reading skills.
- Ability to communicate effectively orally and in writing.
- Ability to follow directions and to complete tasks.
- Ability to use good judgment in making decisions and referring question to appropriate library staff members.
- Attention to detail.
- Ability to work independently.
- Ability to have a physical presence in the library.
- Commitment and desire to provide excellent service to library patrons.

Examples of duties:

- Uses PrairieCat, SAM, and other programs to track library transactions, financial data, working hours, calendar dates, and other important statistics.
- Assists library patrons with circulation desk routines such as checking-out, checking-in and renewal of materials, placing holds, lost & paid, and reporting missing materials.
- Performs duties related to collecting overdue materials and fines.
- Registers new patrons, renews expired cards, and explains library procedures.
- Answers reference and directional questions, referring more difficult questions to a manager.
- Assists patrons with online catalog questions.
- Helps patrons locate materials when requested.
- Helps patrons with printer/copy machine and computer use.
- Routes reserved materials to library pick-up locations.
- Telephones or emails patrons as needed.
- Registers patrons for training/programs on the online calendar.

- Assists with the maintenance of new books as directed by the Public Services Manager.
- Conducts passport application interviews and processing.
- Shelves bestsellers and other high circulating material as directed.
- Assists with e-reader and e-book download questions.
- Learns new resources and technologies in order to better assist patrons.
- Shelf reads as directed.
- Completes other duties as assigned.

The “Examples of Duties” listed above are not meant to be a complete rendering of all the duties which may be performed by the individuals in this position. The “Examples of Duties” is only meant as a guide to the primary and most common duties performed by individuals in this position.