

General Description

This position, Circulation Clerk, performs many varied activities in support of operating the Reed City Area District Library following established policies and procedures. This position will be trained in all general circulation duties as well as specialized areas of library work including interlibrary loan, cataloging, and programming.

A valuable employee in our Library would be one who genuinely likes to help people and be a willing worker who will take the initiative in making this Library a pleasant experience for each patron. A positive attitude and teamwork are necessary to achieve these goals.

Hours

This position shall be a part-time hourly position and is scheduled for 17-20 hours per week. Some evenings and weekends required. Schedules are completed on a monthly basis.

Compensation

Starting wage will be \$11.50 per hour. There are no benefits with the exception Personal Time Off (PTO) to be as designated in the Personnel Policy.

Supervision

All staff report directly to the Executive Director. In the director's absence, staff report to the Assistant Director and Collections Library Assistant.

Essential Duties

- Circulation duties including checking in and out of material, processing late fines, updating patron files, establishing new library accounts, and shelving material;
- General maintenance of library materials;
- Designing promotional materials;
- Designing/assembling various displays;
- Processing materials including Interlibrary Loan;
- Cataloguing and creating MARC records as needed;
- Book repair;
- Shelf-reading;
- Customer service and support;
- General office duties including printing, faxing, emailing, and answering phones;
- Other duties as assigned by the Library Director

The above statements are intended to describe the general nature and level of work being performed by a person in this position. The statements should not be interpreted as all duties that may be performed.

Required Qualifications

- High School Diploma or its equivalent required. Some college or additional education is preferred.
- Proficiency in Microsoft Suite, Google Suite, and social media.
- Proficiency in operating and troubleshooting office equipment.
- Experience working with the public/customers service; experience in a public library preferred.
- Valid Michigan Driver's License.

Working Conditions

- Generally, will work within a normal office environment
- May require some travel for meetings and conferences
- Work hours are varied, and require some evening and weekend hours
- Occasional sitting/standing/stooping in one position for extended periods of time
- Ability to lift and carry twenty pounds and occasionally, fifty pounds

I have read this job description as presented by my supervisor and am able to meet the requirements expressed therein.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____