



CIRCULATION CLERK

DESCRIPTION:

Under the general supervision of the Circulation Supervisor, the Circulation Clerk assist with the management of activities at the Circulation Desk.

DUTIES: (include but not limited to)

1. Assist the public at the Circulation Desk (i.e. checking library resources in and out, registering library cards, etc.)
2. Help solve patron problems relating to fees and library circulation rules
3. Collect fees
4. Update patron files
5. Assist in the reading and shelving of books
6. Maintain the cleanliness of the Circulation Desk area, Fiction & Non-Fiction Rooms, and the Reading Room by dusting and cleaning bookshelves, tables, counters, desks and computer workstations.
7. Attend library staff meetings and trainings

REQUIREMENTS

- Outstanding customer service demeanor
- Knowledge of district library practices pertaining to circulation and shelving
- Knowledge of and experience using public library technology and the Internet
- Ability to meet deadlines as set by Circulation Supervisor
- Ability to work cooperatively with other library staff
- Practice and uphold approved library & personnel policies, rules, and regulations.
- Ability to handle confidential and sensitive information with discretion
- Excellent interpersonal skills and public service manner for modeling customer service expectations
- Excellent English oral and written communication skills and public-speaking presentation skills
- Excellent computer, word-processing and Internet skills
- Ability to maintain a reliable schedule and regular attendance
- Flexibility to adapt to changing work situations and to vary work schedule
- Good vision and hearing
- Manual dexterity to operate computer and phone equipment
- Physical mobility
- Satisfactory criminal background check

ACCEPTABLE EXPERIENCE AND TRAINING

- A high school diploma or GED
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

EVALUATION: The Circulation Clerk will be evaluated annually by the Library Director.

The Circulation Clerk's job also includes any other duties that are requested by the Circulation Supervisor or Library Director that are essential in ensuring that the Centralia Regional Library provides the best possible library service to the District and its patrons.

Note: This job description is not an employment contract. The Library Board of Trustees and/or its designated representative reserve the right to alter this job description at any time without notice.