

MOUNT CLEMENS PUBLIC LIBRARY
Job Description

JOB TITLE: CIRCULATION CLERK
HOURS: Part time, 12-25 hours per week, including evenings and weekends
REPORTS TO: Assistant Director
SALARY: \$13-\$14.83 DOQ

NATURE AND SCOPE OF POSITION:

The Circulation Clerk provides prompt and courteous assistance to library patrons at the circulation desk and seeks to maintain good public relations with all customers.

SPECIFIC DUTIES:

- Circulate library materials using library's automated library system
- Greet patrons and establishes a welcoming environment
- Assist patrons with use of library technology
- Maintain confidentiality of records
- Evaluate items for damage
- Process hold requests
- Resolve patron issues and complaints
- Perform opening and closing procedures
- Issue library cards and maintain records
- Communicate library policies and procedures to patrons
- Collect fines and fees
- Serve as initial contact person, provide general library information and directions, and answer and direct incoming telephone calls
- Repair library materials
- Enforce the library Code of Conduct
- Other duties as assigned

JOB REQUIREMENTS:

High school diploma or G.E.D. certificate

Desire to serve the public

Personal computing skills including word processing, spreadsheets, email, Microsoft Office and Google Applications

Knowledge of library practices

Ability to follow oral and written instructions

Ability to work effectively with other employees

Ability to communicate effectively with library patrons and staff

Ability to work independently with minimal supervision

Ability to bend and lift books and other materials, push/pull carts, and stand or sit for extended periods of time.

Desire to serve the public

DESIRED CAPABILITIES:

Experience with Sirsi integrated library systems highly desirable

TO APPLY:

Send resume, cover letter, and 3 references to:

Heather McCallister
hmccallister@mtclib.org