

OSTERHOUT FREE LIBRARY

CIRCULATION CLERK E – CLERICAL 1 –PART TIME (Osterhout Free Library)

Job Description

SCOPE OF THE JOB:

1. This position reports to the Coordinator, Adult Services and Assistant Coordinator, Adult Services.
1. Works cooperatively and communicates effectively with all library staff members and the general public.

ESSENTIAL FUNCTIONS OF JOB:

1. Answers telephone and refer calls to the appropriate staff member
2. Provides services to patrons at the Circulation Desk.
3. Uses Automated Circulation System to check library materials in and out, and to register borrowers and update patron records.
4. Assesses and collects fines, deals with lost items and items that are claimed returned.
5. Shelves books, videos, DVDs, CDs and other items as needed.
6. Helps keep shelves neat and orderly.
7. Greets and directs visitors to the proper person/area for assistance.
8. Prepares and sorts Branch items into Branch boxes for delivery.
9. Assists with other department projects as needed.

OTHER DUTIES OF THE JOB:

1. Attends meetings, training seminars as required.
2. Meets the requirement of 6 Continuing Education credits every two years.
3. Performs other job related duties as required.

WORKING CONDITIONS:

1. Part-time position, between 26 and 29 hours per week. Some evenings and Saturdays required.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods through the workday, with intermittent periods of standing, walking, bending, twisting, and reaching to carry out essential duties of job.
3. Coordinated movements of fingers/hand; and simple movements of feet/legs and torso.
4. Medium work, with occasional lifting/carrying of objects with weights of twenty to forty pounds and pushing carts of 50 pounds or more.

5. Must be able to pay close attention to details and concentrate on work.
6. Must be able to interact in a pleasant and understanding manor with the public.
7. Must be able to analyze problems, use good judgment and make decisions.

QUALIFICATIONS:

A. EDUCATION/TRAINING:

High School Diploma or G.E.D. necessary

B. WORK EXPERIENCE:

1. Experience in a public venue
2. Experience handling money, making change

C. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job.
2. Must possess ability to communicate effectively.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with the public and with co-workers.
4. Must be able to solve simple problems independently and be willing to help co-workers when necessary.
5. Must possess the technical knowledge of operating personal computers and telephone systems with voice mail with accuracy and reasonable speed.
6. Must possess knowledge of various computer programs or have the ability to learn them.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF CIRCULATION CLERK FOR THE OSTERHOUT FREE LIBRARY AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)