

## Circulation Clerk

FLSA Status: *Non-Exempt*

### **General Definition of Work**

Performs varied clerical and technical tasks in providing direct service to patrons at the circulation desk. Work is performed under the day-to-day supervision of the branch manager. Active participation in the implementation of the library's Strategic Plan as it relates to their job description is expected of all employees of Pittsylvania County Public Library System. Employees are expected to set and accomplish goals for job performance annually as part of the Strategic Plan.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.*

### **Essential Functions**

Opens and closes facility during normal hours.

Assists with circulation at front desk, via email and telephone; collects fines and fees; makes copies; issues library cards; assists in locating materials; accepts and fills patron requests for materials; places holds on materials and notifies patrons of arrival of reserved materials.

Checks books and other materials in and out for patrons, empties book drop, organizes returned library materials on book trucks for shelving, and shelves materials.

Provides readers' advisory, assisting patrons in selection and location of books and all other library materials; refers to another staff member when necessary.

Answers patrons' directional and procedural inquiries.

Assists patrons with computers and reference related questions; troubleshoots library computer issues

Maintains daily count of patrons; prepares petty cash report; maintains accurate records and prepares associated reports on fees and fines collected; prepares and processes overdue notices.

Assists in notifying patrons of upcoming programs and general library information.

Assists with the preparation and presentation of library programs.

Picks up, sorts and distributes mail and newspapers; scans in new magazines and deletes older publications.

Assists with the deletion and rotation of materials.

Receives and sends faxes and other correspondence.

Constructs bulletin boards and sets up displays; makes signs; distributes flyers.

Makes reservations for the meeting room; assists in setting up equipment for various activities.

May assist with training of new library staff; attends special in-service training programs.

Assists with volunteer coordination.

Assists in shelf maintenance [keeping shelves in order].

Assists in maintaining the appearance of the library.

Works in other branches as requested.

Attends workshops and conferences as appropriate.

Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

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Good working knowledge of library procedures, methods, practices, equipment, and techniques; general knowledge of and interest in books and reader interests at all levels; working knowledge of the library circulation functions; working knowledge of computer applications used in the library system; general knowledge of office procedures and records maintenance techniques; ability to exercise initiative and independent judgment; skill in the use of all library equipment, materials and resources; ability to accept supervision; ability to communicate ideas effectively both orally and in writing; ability to work independently or as part of a team; ability to interact with a diverse population; ability to establish and maintain effective working relationships with associates and the general public; ability to multitask at the circulation desk while maintaining a friendly demeanor.

### **Education and Experience**

High school diploma or its equivalent required. Public service experience desired.

### **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing perception is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, offices).

### **Special Requirements**

Working hours include evenings.

### **Classification**

Permanent part-time including evenings. This position may also include traveling to professional meetings, workshops, or other activities which may be deemed necessary.

### **Compensation \$9.51 per hour**

Part-time employees who work 20 or more hours per week are entitled to a limited number of personal leave days, which expire at the end of each fiscal year.