



Job Description

Job Title: Circulation Clerk I
Department: Library
Reports To: Library Director

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

SUMMARY:

This position assists patrons, circulates and organizes materials, inputs and verifies the accuracy of patron information, and all other duties as assigned by supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES The following are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

- Assist patrons in person, by phone, and electronically
- Circulate library materials: check-in and check-out items using the library automation system, receive materials from book returns and couriers, shelf returned items
- Read and straighten assigned section of the collection
- Enter basic patron information into the library database when registering a new patron
- Verify and complete patron registrations
- May include the handling of money at times
- Will be expected to form some basic housekeeping duties on a daily basis
- Performs duties in other library areas and participates in library special projects as needed or as requested by the Director

**The City reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

SUPERVISORY RESPONSIBILITIES: none

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- high school diploma
- valid driver's license

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS QUALIFICATIONS: To perform this work successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must speak and read English
- Must be able to write legibly
- Must have basic computer skills
- Must be able to communicate and interact well with other staff and the public
- Must be able to calculate money and give correct change

PHYSICAL REQUIREMENTS: *Stressors associated with a job's physical setting, such as humidity, lighting, seating, sound (noise), temperature, etc.*

This position requires standing for long periods of time. It also requires the ability to squat, bend, push, pull, stretch over your head, and lift up to 40 pounds. Working in a confined space and the repetition of movement is also a part of this job.

DATA CONCEPTION: *How to use and understand the usage of electronic devices.*

Requires basic knowledge of office equipment such as computers, tablets, smart phones, wifi, copy machines, etc. Must be willing to develop skills and knowledge of computers and other electronic devices to better assist patrons and co-workers.

INTERPERSONAL COMMUNICATION: *The communication between two persons. It is the process of developing a unique relationship with another individual by interaction and simultaneously sharing influence.*

Requires the ability to communicate well with people to convey or exchange professional information.

LANGUAGE ABILITY: *To be able to write and speak with proper grammar and clarity in content.*

Requires the ability to speak effectively and clearly to converse with other employees and patrons of all ages.

REASONING ABILITY: *Process of forming conclusions, judgments, or inferences from facts or premises.*

Duties require the use of sound judgment and the ability to define problems and deal with a variety of variables in situations.

MOTOR COORDINATION: *Motor coordination can occur between subsequent parts of the same movement and movements.*

Requires the ability to utilize job related equipment and databases in the course of accomplishing job duties and tasks associated with respective primary duties.

INTERPERSONAL TEMPERAMENT: *The aspects of an individual's personality.*

Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions.

OTHER SKILLS AND ABILITIES: *Does employee have any Certificates of training, awards, diploma, etc.?*

Requires the ability to learn to use the equipment, procedures, and software that pertain to the library with skill and efficiency.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

This job requires working in a confined space at times.

CERTIFICATES, LICENSES, REGISTRATIONS:

Requires a current and valid driver's license.
Basic First Aid and CPR preferred.

SAFETY: *The condition of being protected from or unlikely to cause danger, risk, or injury.*

Requires the use of proper safety gear, procedures, and equipment as needed.

CAREER DEVELOPMENT:

Will be expected to attend all trainings, meetings, and workshops as assigned by the Director and provided by the library and by the City.

Employee Acknowledgement

Date

JOB DESCRIPTION

Job Title: Library Clerk I

Supervisor: Senior Staff; Director

Essential Job Functions: Assists patrons, circulates and organizes materials, and all other duties as assigned by supervisor.

Positional Tolerances:					
	Never	Occasional 1-33%	Frequent 34-66%	Constant 67-100%	Comments
Sitting		X			
Standing				X	
Walking				X	
Stair Climbing		X			
Ladder Climbing		X			
Repetitive Bending			X		
Sustained Bending		X			
Overhead Reach			X		
Sustained Reach		X			
Repetitive Reach			X		
Squat			X		
Crouch		X			
Crawl		X			
Kneel			X		
Twist		X			
Push/Pull			X		
Balancing				X	

Circle applicable PDC level of work: SED LIGHT **MEDIUM** HEAVY VHEAVY

Other Required Tolerances not listed above: _____

MATERIALS HANDLING				
	Occasional	Frequent	Constant	List Items
Lift	40 lbs	20 lbs	10 lbs	Library materials, equipment, supplies
Carry	40 lbs	20 lbs	10 lbs	Library materials, equipment, supplies
Push	40 lbs	30 lbs	20 lbs	Library materials, equipment, supplies
Pull	40 lbs	30 lbs	20 lbs	Library materials, equipment, supplies

Comments: Library materials/equipment includes books, periodicals, a/v materials, courier bins, mail bins, a/v equipment, cutters, telescopes, chairs, tables, book trucks, etc.

Employee Signature

Date

Supervisor Signature

Date