

# Trails Regional Library

## Circulation Clerk II – 40-hour

### Job Description

#### **SUMMARY**

Circulation staff members are essential contact staff for the library with our patrons and are expected to maintain an environment of professionalism and customer service. An appreciation of libraries is a must. Under the direction of the Branch Manager, circulation staff members provide service to patrons of all ages as well as organize, coordinate and carry out planned events like story times, programs for adults, children, and teens plus other library orientated events at the branch level.

#### **HOURS OF WORK (40-hour position)**

*Full time position:* 40 hours per week. Hours are subject to change according to the needs of the library system. Evening hours and Saturdays will be included in the schedule. This position may be asked to substitute at other branches in the system so some travel may be required. All appointments to positions at Trails Regional Library shall be for a probationary period of six months.

#### **REQUIREMENTS**

##### **Education and Experience**

Minimum of high school diploma or equivalent. Some college is helpful, but this job could be performed by an intelligent, well-organized individual. Experience with event planning, i.e. story times, book clubs, events, etc. is required. Computer experience including word processing, email and the use of the Internet are job requirements. General knowledge on a variety of topics is necessary to help library patrons find the information and resources they need.

#### **ESSENTIAL DUTIES**

1. Greet patrons of varying cultures, ages, and abilities in a consistently friendly manner; provide assistance in selecting, locating or using library materials and equipment.
2. Develop, with the approval of the Branch Manager, and carry out in public, story times or other library events.
3. Work with the Branch Manager and other branch staff to plan and provide events/displays at the branch level related to programming, including the Summer Reading Program.
4. Perform the basic routines of the library-i.e. checking in and checking out library materials, assisting patrons with the computers, requesting materials for patrons, registering borrowers, checking overdue notices, collect fees for library cards, lost or damaged materials, and shelving materials on any of the shelves.
5. Work at varying paces to respond to the needs of patrons.
6. Work well with other staff members to provide exemplary service to all patrons.
7. Assist patrons by retrieving materials from top shelves or bottom shelves if patrons cannot get it themselves.
8. Assist patrons with basic use of Internet resources and more detailed assistance with on-line resources provided by the library including interlibrary loan and online databases.
9. Perform some light janitorial/building maintenance; for instance, sweeping, cleaning the bathroom when needed, snow removal and treatment of sidewalks, or shutting off utilities.
10. Perform general office activities including photocopying, filing, mailing, corresponding by telephone or in writing in English, etc.
11. Maintain a working knowledge of the policies and procedures of the library system.

12. Handle patron concerns or inappropriate behaviors with tact and diplomacy, making reports and referrals as necessary to the supervisor. Staff may encounter behavior by patrons such as viewing inappropriate images or language on the public access computers.
13. Troubleshoot computer equipment according to the procedures set by the library system.
14. Attend work regularly as scheduled and perform tasks as assigned.
15. Work alone in the branch when the need arises.
16. All other duties as assigned.

### **Skills or Knowledge Required**

1. Enthusiasm for working with the public and a wide variety of people.
2. Ability to perform in public by doing story times, book clubs, library events, etc.
3. Good language, spelling, writing and organizational skills.
4. Plan and provide programming/displays at the branch level in conjunction with other branch staff to meet programming objectives.
5. High degree of accuracy and reasonable speed in shelving.
6. Develop an advanced familiarity with the library's collection of fiction and non-fiction.
7. Maintain an understanding and appreciation of current fiction and non-fiction titles.
8. Knowledge of Windows Operating System, spreadsheets, word-processing software are required, the library provides MS Office products on all staff and public computers.
9. Knowledge of Internet browsers and email programs are required.
10. Work without direct supervision.

### **Physical Requirements**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential physical requirements of this position.

1. Lift and set up tables and chairs.
2. Operate computers, printers and copy machines.
3. Place items on shelves at ground level and up to 7 feet above ground level.
4. Tolerate dust and mold encountered by working with books and other library materials or in library buildings.
5. Communicate with patrons and staff in person and on the telephone in English.
6. Spend up to 4 hours without sitting.
7. Travel to meetings and mandatory training sessions.
8. Keep building and grounds free of snow, ice or debris when necessary.
9. Vision, which permits the employee to produce and review a wide variety of library materials, written reports and related materials in both electronic and printed form.

### **COMPENSATION AND BENEFITS**

1. Salary Track: B
2. Benefits: This position will receive the following paid benefits as detailed in the library's Personnel Policies: holidays, paid time off, insurance (health, life, short and long term disability), and retirement. The library offers optional dependent health insurance, vision, dental, life insurance and AFLAC plans at the employee's cost.