



CIRCULATION CLERK JOB OPENING

The Seneca East Public Library (SEPL) is seeking a part-time Circulation Clerk.

SEPL, a school-district library serving a population of approximately 5,000, is a vital part of the community consisting of the villages of Attica and Republic and the surrounding areas. The library provides a wide variety of materials, internet access, programming and outreach for all ages and a welcoming atmosphere where the community can gather.

Circulation Clerks perform all aspects of library service in the circulation department with duties regarding general circulation and patron assistance. A typical workweek will be between 12 -18 hours consisting of day and night shifts as well as one Saturday about once a month.

Ideal candidates should have a High School diploma or equivalent. Previous library experience is preferred. Starting pay for this position is \$11.00 per hour.

To apply, submit a résumé with three references either by mail to - Seneca East Public Library, P.O. Box 572, Attica, OH 44807 ATTN: Shannon Featheringill, Director or send an email using "Circulation Clerk" as the subject to feathesh@senecaeastlibrary.org

Job will remain open until filled.

CIRCULATION CLERK JOB DESCRIPTION

Immediate Supervisor: Director or Adult Services Librarian or Children's Librarian (in absence of Director)

Positions Supervised: Volunteers (in absence of senior supervisor)

Job Responsibilities: The Circulation Clerk performs all aspects of library service in the circulation department with duties regarding general circulation duties and patron assistance. Follows procedures set by the Library Director regarding Library Board of Trustees policies.

Qualifications: High school graduate or equivalent. Competency with computers.

Additional Qualifications Preferred: Previous library work experience. Work experience with automated library system, OPLIN and other technologies. Evidence of continued interest in the field of library work.

Salary: To be individually negotiated at an hourly rate by the Library Director and the Board of Trustees.

Evaluation: Each employee will be evaluated by the Library Director at least once each year.

Work Week: To be established by the Library Director on an as need basis.

Essential Functions:

Primary Duties:

1. Perform all circulation services, including but not limited to material charge and discharge, reserves, overdues, and basic patron assistance such as, finding materials to match reading interests.

2. Performs opening and closing procedures.
3. Handle phone inquiries; including basic reference, renewals, and community room bookings.
4. Pack, process and unpack interlibrary loan materials from other libraries.
5. See that the "Rules and Regulations for Public Behavior" are followed by patrons in the absence of a senior supervisor.
6. Supervise and train newer employees and volunteers in the absence of a senior supervisor.
7. Operate library equipment, including facsimile machines, copiers, computers, and scanners. Become familiar with new technology as necessary to implement library services.
8. Helps to orchestrate and implement programming.
9. Attend staff meetings as called by the Library Director.
10. Attend NORWELD, OLC, and other professional meetings, workshops and conferences as budget allows.
11. Publicly support the Library Board of Trustees, the Library Director, and library policies and promote a positive image of the library.
12. Perform additional duties as assigned by the Library Director, Adult Services Librarian, and/or Children's Librarian.

Specialized Tasks:

For example: Assists in program preparation, processes, and catalogs library materials, creates displays, and maintains collections.

Library Wide Standards:

Demonstrates initiative, is a self-starter.

Demonstrates ability to focus on details.

Actively cooperates and works effectively with others, promotes teamwork, shares information, and works to resolve conflicts, as appropriate.

Adheres to Library policies, procedures, and standard practices.

Behaves in a professional manner.

Demonstrates ability to organize work and to carry through established procedures.

Performs duties in a courteous and friendly manner.

Have reliable transportation to complete duties as assigned.

Ability to develop good rapport with library patrons.

Knowledge, Skills and Abilities:

Ability to effectively use computers, electronic databases and other technology as required.

Ability to operate standard office equipment, such as copiers and fax machines.

Ability to exercise independent judgment, reliability, and maintain confidential integrity as required.

Possesses strong communication and public relations skills.

Demonstrates supervisory skills.

Ability to maintain a close working relationship with library employees.

Flexible, hardworking and detail oriented.

Familiar with many aspects of public service operations including circulation and basic reference services and technology.

Ability to handle a frequently fast-paced position with numerous interruptions.

Physical stamina is required to rearrange furniture and put away materials, and to push and pull loaded book carts and other library equipment and materials. Physical activity includes, but is not limited to, prolonged periods of sitting, as well as periods of standing, mobility, stretching, bending, and stooping.