

JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	Circulation Clerk (PT)	<i>Pay Grade:</i>	PT-02
<i>Department:</i>	Library	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	PCRC Library	<i>Reports to Position:</i>	Library Director
<i>Effective Date:</i>	November 13, 2018		

JOB SUMMARY

Under general supervision answers multi-line telephone, directs calls or takes messages, greets and assists the public, collects necessary information from potential patron and enters it into the computer program. Issues new patron a library card and explains all benefits. Assists patrons in finding materials, using computers, and using the printing hardware. Makes copies, faxes, collect fees and operates the cash register. Checks materials in and out, shelves and keeps all materials organized. Assists in keeping all work areas neat and organized. May be required to perform light janitorial duties.

- ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES**
- The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.
- Answering multi-line telephones and directing calls or taking messages
 - Providing visitors and callers with information
 - Collecting all needed information and inputting it into computer before issuance of a library card
 - Checking all materials in and out
 - Collecting fees and placing all fees in the cash register, printing and providing patron receipts
 - Shelving all materials
 - Assisting patrons in accessing and using library computers and Wi-Fi including document creation, job applications and use of the internet

- Informing patrons of upcoming events
- Stocking supplies as needed
- Faxing documents and printing copies for the public
- Completing light housekeeping duties throughout the library

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

High School Diploma, GED or equivalent training and experience

Experience

Previous experience working/volunteering in a library preferred

Licenses or Certification Required

N/A

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- The use, operation and capabilities of office equipment
- Database, word processing and circulation software

Ability to:

- Read and comprehend regulations, guidelines and the Dewey Decimal System
- Write with proper grammar, style, syntax and spelling
- Verbally communicate to interpret policies and procedures, inform the public and converse with personnel
- Perform mathematical calculations
- Operate office equipment and machines including computers, cash registers, scanner, fax machine and copier
- Establish and maintain effective working relationships with department staff and the general public
- Work from direction where general objectives are established
- Work in a constant state of alertness and in a safe manner

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with

Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment: Work location will primarily be indoors at the Library; however, special community outreach programs may involve commuting and presenting at area schools, centers, etc.

Physical Demands: See accompanying page for details

Key Working Relationships: Library patrons, Director of the Library and other Library employees

APPROVAL/ACKNOWLEDGEMENT

Department Head

Library Director

Title

Date

Human Resources Director

HR Director

Title

Date

City Manager

City Manager

Title

Date

Incumbent Employee Printed Name and Signature

Date

PHYSICAL REQUIREMENTS – CIRCULATION CLERK (PART TIME)

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

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0%-10%
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11%-33%
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LIFT/CARRY				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl	X			
Reach Above Shoulders			X	
Reach Below Shoulders			X	
Repetitive Arm Use	X			
Repetitive Wrist Use			X	
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface		X		

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	6
Stand	1	1
Walk	1	1

Additional Considerations (including clarification of any of the above)

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	