

Library Circulation Clerk

Kirtland Public Library
Kirtland, OH

Part-time: up to 20 hours/week – may include evenings and Saturdays.

Starting Rate: \$13.00 per hour

Job Objective To perform a variety of library circulation and clerical tasks while maintaining a high level of customer service. To work under direct supervision but at times may work unsupervised and may be expected to solve problems and serve patrons independently.

Minimum Qualifications: High school diploma or equivalent required. Customer service experience preferred.

Essential Job Functions

- Checks out and Checks in materials using computerized system; collects fines and charges for payment of lost items; enters renewals; registers borrowers; handles circulation questions from patrons in person or by telephone.
- Responsible for sorting materials to be shelved including book-drop, delivery, returns, etc.
- Handles incomplete or damaged items.
- Oversees circulation hold shelf.
- Processes Send List items.
- Clears hold-shelf reports.
- Performs opening and closing procedures, including handling fine money.
- Assists patrons with use of copy machine
- Performs other tasks as required.

Skills, Knowledge and Abilities

- Ability to provide knowledgeable customer service to assist all library patrons in a timely manner; show tact and courtesy in relations with the public and other staff members.
- Ability to communicate clearly and read printed and on-screen information.
- Proven computers skills and ability to input information into an automated system.
- Ability to multi-task, work in a fast-paced environment and handle difficult situations.
- Some knowledge of library clerical principles, methods, techniques and procedures.
- Ability to handle routine problems under guidance of supervisor and keep supervisor informed of departmental needs and concerns.

Environmental Conditions

- Work is performed in an office-like setting, but with need for considerable mobility light lifting, bending, stooping, stretching and sitting at a variety of desks and service points. Requires physical agility and strength to bend, reach, lift and carry (up to 25 lbs), and push/pull loaded book carts when shelving materials
- Employee may be scheduled to work evening and weekend hours, including Sundays; schedules may be altered depending on the needs of the library.

Please send cover letter and resume to:

Library Director

9267 Chillicothe Road

Kirtland, OH 44094

Or

Kirtland.library@kirtland.lib.oh.us