



Job Title: Library Circulation Clerk

Job Description: Provides friendly, high quality customer service to Library patrons under the direction of the library director and or assistant library director. Work involves responsibility for circulation desk functions using an automated circulation system. This position is also invested with making routine library clerical decisions. The work requires that the employee have strong computer knowledge, skill and ability in library clerical functions.

Responsibilities:

- Assist library patrons at the circulation desk, checking in and out library materials
- Assist library patrons with computers, copier, fax machine, and other office equipment
- Prepare Circulation Desk for operation
- Responsible for closing procedures and securing the library after hours
- Management of Interlibrary loan
- Creating and updating bibliographies and other book lists (such as Best Seller lists)
- Shelf maintenance/shelf reading
- Periodicals maintenance
- Basic library statistics
- Interlibrary loan coordination
- Overdue library notices
- Responsible for routine library clerical decisions
- Preparing books for repair

Additional Duties:

- Shelving library materials
- Shelf reading and organizing library collections
- Special projects as assigned

Evaluation of Job Performance:

- Public service attitude
- Ability to work with a team
- Attention to detail
- Initiative

Job Standards:

- Resolves problems in accordance with library procedures and policies
- Refers unusual situations to management
- Projects and promotes a positive image of the library and staff
- Maintains courteous, friendly, and constructive relationships with patrons and staff

Required Special Skills:

- Must demonstrate proficiency in basic computer skills
- Must have a basic knowledge and skill of Microsoft Office, Email, etc.
- Must demonstrate proficiency in internet usage

Schedule:

- Current schedule for this position can range from 15-30 hours per week and may include some evenings and Saturdays.

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