

## **Sterling Public Library**

**Position:**                    **Circulation Clerk 2**

**Reports to:**                **Library Director**

**Exempt position**

**Hours: 19-24 hrs per week**

### **Position Summary:**

This position performs a variety of clerical and technical duties while on circulation desks. Assignments typically involve checking out and receiving materials; receiving payments; providing general information to patrons and maintaining the library in an orderly fashion.

### **Essential Functions & Responsibilities:**

- Check out to patron and receive Library materials
- Calculate and collect funds due from the public
- Process new and replacement patron cards
- Respond to public inquiries in person or by telephone in a courteous manner; provide information within scope of knowledge and refer to employee of higher classification as appropriate.
- Enforce library rules
- If scheduled, open or close the library, following established procedures
- Monitor library security, safety and health conditions
- Maintain Library in a neat and orderly fashion
- Sorts material by call number prior to shelving
- Shelves material in correction location
- Straightens shelves and cleans as needed
- Handles reserves for library materials
- Perform related duties and responsibilities as assigned

### **Knowledge, Skills, and Abilities**

- General knowledge of office practices and procedures
- Ability to compile information based on general instructions
- Ability to record information and to alphabetize
- Ability to type with accuracy at no specified speed
- Ability to gather and give basic information and instructions regarding the operation of the library
- Ability to establish and maintain effective working relationships with the public and with fellow employees.

- Ability to learn and follow varied procedures involved in office work, technical support and circulation services.
- Ability to be punctual
- Must have the desire to serve the public with friendliness, tact, and diplomacy.
- Desire and ability to work with enthusiasm and initiative
- Ability to work days, evenings and weekends as required
- Ability to learn and use library computer systems with high degree of efficiency

### **Working Environment and Physical Requirements**

The physical requirements here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed indoors in office environment. Physical requirements include the ability to move around the facility, walk, sit, bend, climb, kneel, stoop, carry; ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; lift up to 25 pounds, or greater with assistance; and perform other efforts such as pushing a loaded book cart as identified with normal library work; must have the ability to talk with clarity and be able to listen to patrons accurately; vision requirements include close vision and ability to adjust focus.

Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate.

### **Preferred Qualifications**

This position requires a person service oriented, pleasant, out-going personality who can work well with patrons (both adults and children) and other staff members. This position requires a minimum of a high school diploma or equivalent.