

**City of Oneonta
Job Description**

Job Title:	Library Circulation Clerk	Department:	Library
Reports To:	Assistant Director/Head Circulation Clerk	FLSA Status:	Part-time (HOURLY)
Prepared By:	Ricky L. Statham, Jr.	Approved by:	Board of Trustees
Prepared Date:	01/01/2017	Approved Date:	2/15/2017

RELATIONSHIPS AND SUBORDINATES:

Library Head Circulation Clerk will report to Assistant Library Director and Head Circulation Clerk
Subordinates: None

JOB SUMMARY:

The employee will be responsible to fulfill the terms and conditions that relate to this job. Under the direction of the Assistant Director, and Head Circulation Clerk, this employee will assist patrons at the front desk relating to use of computers, by finding books, and other related services as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform library opening and closing procedures as requested.
2. Issues borrowers' library identifications, locates and checks out materials to patrons, inspects returned materials for damage, and receive overdue fines, fees, and any fine or fee accumulated for lost or damaged items.
3. Sorts returned materials according to classification code and need for repair, and returns them to shelves, files, or other designated areas.
4. Checks requests for new materials against existing collection, and prepares appropriate forms for review.
5. Sorts and shelves new materials.
6. Notifies patrons of reserve book availability.
7. Answers inquiries of nonprofessional nature and refers persons requiring professional assistance to a librarian.
8. Assists patrons in use of electronic equipment.
9. Updates patron records as requested.
10. Answers phones and checks in and processes mail.
11. Other duties as assigned.

QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

1. High school diploma or G.E.D equivalent.
2. Must be able to work in the U.S.A. by complying with Act (I-9).
3. Experience working in a library environment is preferred.
4. Must have a working knowledge of computers and word processing software.

SKILLS:

- Ability to communicate effectively with patrons or employees of organization.
- Basic math and computational skills are required, as well as the ability to read and interpret graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with customer service problems.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee will be required to participate in additional job related training as assigned.

PHYSICAL DEMANDS:

The physical demands described 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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

I hereby certify that I have received, read, and will to the best of my ability perform this job description. My signature relating to this section will attest to this acknowledgement.

EMPLOYEE _____ DATE _____

DIRECTOR _____ DATE _____