



Grant Area District Library

Title: **Circulation Clerk/Library Page**

Reports to: Library Director

General Summary

Assists with circulation services; assists with circulation desk operations; responds to patron requests in person and via telephone.

Essential Job Functions

1. Responsible for circulation of materials to patrons; both check in and check out.
2. Responsible for shelving books in alphabetical, chronological, or numerical order.
3. Responsible for maintaining shelved books to ensure accuracy and proper placement.
4. Responsible for maintaining circulation and copier supplies and lists of supplies needed for ordering.
5. Answers the telephone in a courteous and efficient manner; responds to routine inquiries regarding the library.
6. Is knowledgeable regarding library policies and procedures.
7. Recommends the selection of materials which reflect the interests and needs of library patrons and the community.
8. Shares responsibility for building supervision; opening and closing the library following established procedures.
9. Attends library conferences and workshops which relate to duties as authorized or recommended by the Library Director.
10. Performs other duties as assigned by the Library Director.

Job Requirements: knowledge, skills and abilities

1. Ability to perform general and library clerical methods and practices.
2. Ability to carry out the general rules and regulations of the library systems.
3. Ability to assist with library circulation procedures.
4. Ability to deal tactfully and courteously with the public.
5. Ability to establish and maintain effective working relationships with the general public as well as co-workers.
6. Ability to make minor decisions in accordance with library policies and procedures.
7. Ability to assist superiors in various phases of library work.
8. Ability to sort and file alphabetically and numerically.
9. Ability to operate computers and other common office equipment.
10. Ability to read numbers and letters rapidly and accurately.
11. Ability to communicate effectively, both orally and in writing.
12. Requires physical agility and strength to bend, reach, lift, and carry (up to 25 lbs.)
13. Ability to work with moderate supervision.
14. Ability to maintain composure in a stressful work situation.
15. Ability to read titles on shelves and print on computer screens.
16. Familiarity with the Library's automated system.

Minimum Education & Experience Required

High school diploma or equivalency; relevant library experience desirable.