

MOUNT PLEASANT FREE PUBLIC LIBRARY ASSOCIATION, INC.
JOB DESCRIPTION – CIRCULATION CLERK

JOB SUMMARY

Provides direct service to patrons and performs basic clerical and circulation tasks.

General Duties and Responsibilities

- 1) Greets patrons and public in a welcoming, polite and professional manner.
- 2) Checks materials in and out.
- 3) Correctly shelves and organizes library materials in a timely manner.
- 4) Assists patrons in the use of library equipment, including, but not limited to, computers, printing, faxing, scanning, copying, WIFI and other technology used within the library.
- 5) Issues, updates and renews library cards.
- 6) Processes holds and performs telephone notifications.
- 7) Shelves materials, straightens shelves and checks item orders (i.e., “reading” the shelves)
- 8) Inspects materials for damage and makes recommendations for repair or withdrawal.
- 9) Does keyboarding, filing and replenishes supplies.
- 10) Assists with creating library displays as needed.
- 11) Opens and closes the library following procedures as assigned.
- 12) Completes the required Continuing Education Credits for library staff.
- 13) Reports to the Library Director.
- 14) Is available to work evenings and Saturdays.
- 15) Performs other duties as assigned.

Knowledge, Skills and Abilities

Provides a professional business casual appearance, acts appropriately and maintains proper hygiene.

Ability to work with patrons in a tactful, friendly, welcoming and gracious manner Ability to communicate effectively both verbally and in writing.

Knowledge of current library practices preferred.

Knowledge of personal computers and related hardware, email, the Internet, software, document imaging, etc. typically used in an office administration.

Ability to learn computer programs or software and use them effectively.

Skill in organizing and prioritizing multiple responsibilities within an assigned framework Skill in checking information for accuracy, completeness and correcting errors.

Ability to excel as a productive and positive team member.

Ability to establish and maintain effective working relationships with other employees, patrons, and the public.

Ability to establish and maintain an effective working relationship with others.

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Required Qualifications

High School diploma or equivalent required, some secondary education preferred.

At least one year of customer service experience; library experience preferred.

Must have and maintain a current Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check and an FBI Background check.

Current on vaccines.

Physical Demand and Work Environment

The work characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to speak and hear.
- Ability to stoop, bend, reach, stand, stoop, kneel, crouch, walk and perform repetitive hand work for extended periods.
- Ability to sit, stand and use computers for extended periods of time.
- Ability to work in an environment subject to continuous interruptions and background noises.
- Ability to lift/move up to 25 pounds.
- Ability to work a flexible schedule that includes evening and weekend hours.

