

## City of Portage

### Job Description

**Job Title: Circulation Clerk**

**Department: Portage Public Library**

**Reports To: Circulation Supervisor**

#### **SUMMARY**

Under immediate supervision, performs clerical and other library work as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** (Other duties may be assigned.)

1. Performs circulation desk procedures, such as checking materials in and out, placing holds, collecting fines, etc.
2. Performs paging duties including arranging items in alphabetical order and shelving accordingly.
3. Issues and renews library cards.
4. Sorts and routes mail; sends library notifications, overdue notices, etc.
5. Answers directional questions; refers patrons to the appropriate staff member as needed.
6. Assists patrons in using technology such as internet, fax machine, photocopier, microfilm reader, etc.
7. Processes, withdraws, repairs, or reconditions library materials.
8. Does keyboarding and filing.
9. Assists with library programs and displays as needed.
10. Performs light housekeeping.
11. Performs other related work.
12. Must attend 1 monthly circulation training meeting

#### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

#### **KNOWLEDGE AND ABILITIES**

1. Ability to learn pertinent computer programs or software and to effectively use them to perform assigned duties.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to maintain confidentiality of library patron information.
4. Ability to follow detailed directions.
5. Ability to operate library business machines properly.
6. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
7. Ability to understand and perform assigned library procedures.
8. Good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
9. Keyboarding and filing ability.
10. Working knowledge of English grammar and spelling.
11. Working knowledge of library methods and procedures.

**EDUCATION AND EXPERIENCE**

1. High school diploma or equivalent preferred or currently attending.
2. Up to six months keyboarding and/or general office experience or training preferred.
3. Some previous library experience is preferred.

**LANGUAGE/COMMUNICATION SKILLS**

1. Ability to read and comprehend simple instructions, short correspondence and memos.
2. Ability to write simple correspondence.
3. Ability to effectively present information in one-on-one and small group situations to patrons and other employees.

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY**

Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required

**PHYSICAL DEMANDS**

1. Bending/twisting and reaching, sitting, standing, walking, climbing, stooping, kneeling and crouching.
2. Far vision at 20 feet or further; near vision at 20 inches or less.
3. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
4. Handling: processing, picking up and shelving books.
5. Lifting and carrying: 50 pounds or less.
6. Pushing and pulling: objects weighing 300-400 pounds on wheels.
7. Talking and hearing; use of the telephone.

**ENVIRONMENTAL/WORKING CONDITIONS**

1. Flexible work hours; frequent and regular evening and weekend hours.
2. Inside work environment.
3. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EQUIPMENT USED**

Computer and library software, book truck, fax machine, microfilm reader, photocopier and telephone.