

## City of Portage

### Job Description

**Job Title: Circulation Clerk: Children's Department**

**Department: Portage Public Library**

**Reports To: Children's Services Librarian**

#### **SUMMARY**

Under immediate supervision of the Children's Services Librarian, performs clerical and other library work as assigned.

#### **ESSENTIAL AND ASSIGNED DUTIES/RESPONSIBILITIES**

1. Performs Children's Desk procedures, including, but not limited to, checking materials in and out, placing holds.
2. Performs shelving duties including arranging items in alphabetical and numerical order and shelving accordingly.
3. Issues and renews library cards.
4. Answers directional questions; refers patrons to the appropriate staff member as needed.
5. Does keyboarding and filing.
6. Assists with-displays as needed.
7. Performs light housekeeping.
8. Performs other related work.
9. Must attend 1 monthly circulation training meeting conducted by the Circulation Supervisor.

#### **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 written and verbal directions.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
6. Ability to understand and perform assigned library procedures.
7. Good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
8. Keyboarding and filing ability.
9. Working knowledge of English grammar and spelling.
10. 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, 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. Tasks: keyboarding, writing, filing, sorting, shelving, using telephone.
4. Handling: picking up and shelving books.
5. Lifting and carrying: 50 pounds or less.

**ENVIRONMENTAL/WORKING CONDITIONS**

1. 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**

Computers and library software, book carts, photocopier and telephone.