1. **Job Description for Circulation Clerk**

**Job Purpose**

Those holding the position perform clerical tasks as well as serving library patrons with responsibility for maintaining collection control, handling past due and unreturned materials and performing many support activities involved in operating the library. The Circulation Clerk Is responsible to the Library Director In accordance with the established policies of the Ackley Public Library.

**Specific Duties**

1. Works in technical and user services of the library.

 a. User services are to help the public locate the information needed.

b. Technical services deal with use of technology (computers, e-readers) and web page, social networking, blogs etc. May involve training others on usage of equipment and technology.

1. Will perform routine general library work.

 a. All work at the circulation desk:

answering phones

checking library materials in and out

keeping circulation records

ordering Inter Library Loan/SILO requests and reserve books as requested

sorting books, publications and other items according to classification code and returning them to appropriate place

making copies, sending faxes, laminating

register new library patrons

empty the book drop

assisting in the processing new books and repairing old books

assisting in inventory of books and withdrawal

cleaning as needed throughout the library

* 1. Open and close the library as needed.
1. Distinguishing Duties and Responsibilities
2. Responsible for preparation of magazines for use by public.
3. Keeps accurate records of overdue and unreturned materials.
4. Keeps records of patrons with debts or obligations to the library and sends overdue notices and billing letters.
5. Process library materials as necessary.
6. Other duties as assigned.

**Personal Attributes**

1. Ability to deal with associates and the public courteously, has a neat personal appearance and has a pleasing manner.
2. Ability to work unsupervised and problem solve to serve library users independently.
3. Ability to work with frequent interruptions.
4. Ability to sort and file alphabetically and numerically (Dewey Decimal System.)

**Salary/Hours**

Part-time hours vary about 10 to 13 hours per week. Current scheduled hours are Tuesday and Thursday 3 – 7, and Saturday 9 – 12. Additional shifts are occasionally needed and schedules are somewhat flexible. Current salary is $10.15 per hour. There are no paid benefits, however the Ackley Public Library is closed on Sunday, as well as major holidays and during Ackley Sauerkraut Days.

**Minimum Qualifications and Experience**

1. High school diploma or equivalent.

2. Technology skills required with the ability to aid patrons use and/or troubleshoot basic technology related questions.

3. Physical ability to reach up or bend down to shelve or retrieve materials or to carry materials or equipment weighing up to 25lbs as well as ability to be on your feet the majority of your day.

4. Experience with and interest in working with children a plus.

Approved February, 2013

Reviewed November, 2015

Reviewed August 2021