

JOB OPENING: CIRCULATION CLERK WATERFORD PUBLIC LIBRARY

WEEKEND / EVENING CIRCULATION CLERK

This is a part-time position working up to 19 hours per week, predominantly weekend and evening shifts, as well as vacation coverage.

SUMMARY

The mission of the Waterford Library is to provide a welcoming and trusted community resource. We offer open access to ideas, knowledge, technology and opportunities for all ages. Staff of the Waterford Library work together to ensure that all aspects of the services and operations of the library are in support of the library's mission. The circulation desk is the hub of the Waterford Library and is frequently the first point of contact for patron inquiries about our collection, services, and general library information. As a representative of the Waterford Library, it is essential that the Circulation Clerk demonstrate strong communication and customer service skills and maintains a proactive, positive, and helpful approach while serving patrons.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Performs all opening/closing procedures
- Assists patrons at the circulation desk
- Performs the full range of circulation desk procedures using automated circulation system
- Empties and processes book drop and manages items on the requested items/holds list

- Registers patrons and processes collection of fees or fines following appropriate procedures
- Responds to telephone inquiries
- Performs other duties as assigned

SKILLS

- Desire to meet and serve the library's patrons and community
- Ability and desire to provide high level of customer service
- Ability to exercise initiative and independent judgment
- Knowledge of computers, the internet, and library software
- Ability to make decisions, follow procedures, and interpret policies
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public
- Ability to organize job duties and work independently

REQUIRED

High School Diploma or GED equivalent

PHYSICAL REQUIREMENTS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY/BENEFITS

Competitive Wage

Paid Vacation

Paid Sick Leave

Professional Development Reimbursements

Interested Candidates should contact Library Director Tim McDonough by the following methods,

Email: tmcdonough@sals.edu

Phone: 518-237-0891