



HURON COUNTY COMMUNITY LIBRARY  
Job Description  
LIBRARY PROGRAMMING CLERK - CIRCULATION

**Department:** Public Services

**Reports to:** Branch Librarian or Assistant Librarian-Public Services.

**Supervises:** Substitutes, pages, or volunteers assigned to circulation in the absence of a senior supervisor such as an assistant or librarian.

**Description:** The Library Programming Clerk - Circulation performs all aspects of library service in the circulation department with duties regarding general circulation duties and patron assistance. Follows procedures set by the Library Director in regards to Library Board of Trustees policies. Works closely with the Assistant Librarian - Public Services, Reference Assistant, and Branch Librarian.

**Responsibilities include but are not limited to:**

1. Perform all circulation services at the branch library, including but not limited to material charge and discharge, reserves, overdues, basic patron assistance, and branch loans.
2. Handle phone inquiries; including basic reference, renewals, and equipment sign-up.
3. Assist with interlibrary loan of materials to other libraries and schools.
4. See that the "Rules and Regulations for Public Behavior" are followed in the by patrons in the absence of a senior supervisor.
5. Supervise and train substitutes, pages, and volunteers when assigned to the circulation department in the absence of a senior supervisor.
6. Operate library equipment, including facsimile machines, copiers, computers, etc.
7. Orchestrate and implement programming.
8. Attend staff meetings as called by the Library Director or Branch Librarian.
9. Attend NORWELD, OLC, and other professional meetings, workshops, and conferences.
10. Publicly support the Library Board of Trustees, the Library Director, and library policies.
11. Promote a positive image of the library.
12. Perform additional duties as assigned by the Assistant Librarian – Public Services, Branch Librarian, or Library Director.



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**Library Wide Standards:**

- Demonstrates initiative, is a self-starter.
- Demonstrates ability to focus on details.
- Actively cooperates and works effectively with others, promotes teamwork, shares information, and works to resolve conflicts, as appropriate.
- Adheres to Library policies, procedures and standard practices.
- Behaves in a professional manner.
- Demonstrates ability to organize work and to carry through established procedures. Performs duties in a courteous and friendly manner.
- Have reliable transportation to agencies within and outside of the library system.
- Ability to develop good rapport with library patrons.

**Knowledge, Skills and Abilities:**

- Ability to effectively use computers, electronic databases and other technology as required.
- Ability to operate standard office equipment, such as copiers and fax machines.
- Ability to exercise independent judgment, reliability, and maintain confidential integrity as required.
- Possesses strong communication and public relations skills.
- Demonstrates supervisory skills.
- Ability to maintain a close working relationship with library employees.
- Flexible, hard working and detail oriented.
- Familiar with many aspects of public service operations including circulation and basic reference services and technology.
- Ability to handle a frequently fast-paced position with numerous interruptions. Physical stamina is required to rearrange furniture and put away materials, and to push and pull loaded book carts and other library equipment and materials. Physical activity includes, but is not limited to, prolonged periods of sitting, as well as periods of standing, mobility, stretching, bending and stooping.

**Minimum Experience and Training:**

High school graduate or equivalent. Competency with computers.

**Additional Qualifications Preferred:**

Previous library work experience. Work experience with an automated library system, OPLIN and other technologies. Evidence of continued interest in the field of library work.