

Job Posting

Library Circulation Clerk (Part-Time)

The Kingsville Public Library is seeking a dependable individual with customer service experience to fill the position of part-time Circulation Clerk.

POSITION SUMMARY: Under the supervision of the Public Services Manager, the Circulation Clerk will provide library users with assistance in borrowing materials and using library services. The successful candidate will possess good communication skills, be comfortable using a telephone and computer, and knowledgeable in basic computer skills. The successful candidate will be a cooperative member of the library team and consistently presents the Kingsville Public Library and its services positively.

SCHEDULE: Part-time at approximately 20 hours per week; shifts may vary, including evenings and a minimum of (2) two Saturdays.

RATE OF PAY: \$9.00-\$11.00 per hour based on education and experience.

APPLICATION DEADLINE: June 25, 2021

APPLICATION PROCEDURE: For consideration, applicants must email a resume including a cover letter and (3) three professional references to director@kingsvillelibrary.org

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Proficient in the use of the Integrated Library System (ILS)
- Notify patrons of items on hold, overdue materials and outstanding fines. Collects fines and fees.
- Empty and check-in items in book drop.
- Shelve library materials; maintain display areas and bulletin boards.
- Read shelves for accuracy and maintain an orderly and organized collection.
- Process US Cargo deliveries, which include lifting up to 40 pounds, emptying and packing bags, sorting and routing materials to their proper location.
- Answer incoming telephone calls; provide general library information and direct calls to appropriate staff members for assistance.
- Maintain patron records, process library card applications, voter registrations, Golden Buckeye cards and Simak Welcome Center reservations.
- Answer general reference questions using print and online resources.
- Assist patrons in locating materials and other sources of information, including readers' advisory.
- Provide general assistance to patrons using public computers.
- Clean, repair and process library materials.
- Make copies, solve minor copier problems, send faxes and scan items.
- Collect statistics as needed and maintain Excel spreadsheets.
- Assist in opening, closing, monitoring and maintaining building security and safety standards.

- Attend mandatory library meetings and training, continuing education seminars and community events as appropriate.
- Other duties will be assigned that support and promote the general operation of the library.

MINIMUM QUALIFICATIONS AND REQUIRED SKILLS:

- Minimum educational requirement: High School diploma or equivalent.
- Ability to follow verbal and written instructions to perform detail-oriented duties accurately.
- Ability to perform several tasks simultaneously and under pressure.
- Ability to organize and prioritize workload.
- Excellent verbal, written, and telephone skills.
- Flexibility in scheduling; ability to work days, evenings and weekends as required.
- Shows enthusiasm and commitment to excellent customer service, genuine public service orientation and ability to work with all age groups and diverse populations of customers.
- Must have dependable transportation.
- Ability to operate Library computers and other equipment; keyboarding, filing, basic math, and alphabetizing skills.
- Required experience with Microsoft Office programs.
- Must be able to uphold the philosophy of Intellectual Freedom and confidentiality of information handled.
- Ability to work independently and with a team.
- Maintain an awareness of developments in the field of public library service.
- Knowledge of and willingness to follow and enforce Library policies, procedures, and techniques. Ability to recognize and respond to potential dangers to patrons and staff.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Position requires frequent standing, sitting and walking. Extended periods of standing may be required when working at the service desk, shelving items and reading shelves.
- Ability to stoop, bend, kneel, climb step stools, and stretch to retrieve and shelf materials.
- Using stairs to access all floors of Library buildings.
- Ability to lift and carry at least 40 pounds and push, pull and maneuver book bins, bags, carts and equipment.
- Regularly operate computers, phones and office equipment that may have repetitive actions; read a computer screen and print materials.

BENEFITS: PTO, OPERS (Ohio Public Employees Retirement System), and Term Life Insurance.