

POSITION DESCRIPTION

PORTAGE COUNTY DISTRICT LIBRARY

An Equal Opportunity Employer

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Job Title: **CIRCULATION CLERK - LIBRARY ASSOCIATE I**

Department: Branch Services

Circulation

Pay Scale: 1

Hourly Salary

Non-Exempt Exempt

Bargaining Unit Admin. Prof. Exec.

Immediate Supervisor: Branch Manager

Career Ladder Opportunity: Library Associate II

JOB PURPOSE:

Serves patrons by performing circulation duties, answering patron questions, working on special projects, and assisting in the Youth Service area as necessary.

QUALIFICATIONS:

High School Diploma or equivalency. Customer service skills, basic computer skills, and/or ability to learn such skills.

Physical Agility: Ability to bend, stoop, reach, climb, stand on a kick-stool. Requires ability to shelve books and to move materials from one location to another.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of library practices and procedures; operation of automated library equipment. Ability to read and write and communicate effectively in written and oral form; deal with problems involving several variables in familiar context; add, subtract, multiply and divide whole numbers; sort items into categories according to established methods; answer routine telephone inquiries from public; read, copy and record figures; lift and move books and other materials. Skills in light typing and operation of automated library equipment and cash handling.

Date Prepared: January 23, 1992

Date Approved:

Revision Date: May 21, 2015

PREPARED BY PORTAGE COUNTY DISTRICT LIBRARY

LIBRARY ASSOCIATE I - CIRCULATION CLERK
PORTAGE COUNTY DISTRICT LIBRARY

ILLUSTRATIVE DUTIES: The duties listed below are intended to depict tasks performed by this classification. This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as directed by their supervisor.

CIRCULATION DUTIES - Public Service

- *Checks library materials in and out using automated system;
- * Maintains patron records, including issuing library cards and collecting fines
- *Answers telephones
- *Directs patrons to appropriate area of the library
- *Responds to simple reference and reader’s advisory questions, including placing holds on material, as appropriate
- * Informs patrons about library materials and services, such as digital services, databases and interlibrary loans
- *Provides basic instruction to patrons on use of library computer equipment, such as opening, printing and saving files, accessing digital platforms and databases
- *Distributes Golden Buckeye applications and voter registration materials

CIRCULATION DUTIES

Processes new books, DVDs, Blu-rays, and magazines
Works on reports, such as supply order, in transit and inventory reports
Shelves library materials and reads shelves
Performs general maintenance of library materials

MISCELLANEOUS AND SPECIAL ASSIGNMENTS

Attends staff meetings, workshops, in-service training, and serves on committees
Sets up tables and chairs for meetings
Performs additional duties as assigned

Duties and percentage of time spent on each duty may vary depending on staffing allocation.

*Denotes essential function of the job.

Employee Signature

Date

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