

BRIDGMAN PUBLIC LIBRARY
JOB DESCRIPTION

TITLE: Library Clerk/Circulation

SCHEDULE: Part-time, 24-32 hours per week

REPORTS TO: Library Director

JOB SUMMARY

Performs a variety of library clerical work to serve patrons and support library operations.

MAJOR DUTIES

- Performs basic circulation desk procedures such as check in and out materials, issue library cards, process holds, taking fines, and making phone calls.
- Provides exceptional customer service.
- Assists patrons with reference questions, readers' advisory, bibliographic instruction and searching.
- Assists patron in the use of library equipment.
- Sorts, shelves, and files various library materials accurately according to library classification systems.

SKILLS AND ABILITIES

- Knowledge of alphabetical and numerical order and Dewey Decimal System.
- Knowledge of BPL methods and procedures and the ability to enforce library policies.
- Good organizational skills.
- Ability to work independently, organize and prioritize work, respond to changing work demands and make decisions as required.
- Ability to handle confidential and sensitive information.
- Knowledge of standard office equipment including personal computers, word processing and spreadsheet software.
- Ability to comprehend and follow detailed directions.
- Ability to foster and maintain courteous and cooperative relationships with patrons, coworkers, and the Director.

PHYSICAL REQUIREMENTS

- Ability to see, hear and speak clearly.
- Ability to manually manipulate computer keyboard, mouse, scanner, etc.
- Ability to lift up to 40 pounds, push or pull up to 80 pounds on wheels.
- Ability to stand, bend, stoop for long periods of time.

QUALIFICATIONS

- Must be 18 years of age or older.
- High school diploma or equivalent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Date