

Minimum Experience and Training:

- High school graduate or equivalent
- Competency with computers

Additional Qualifications Preferred:

- Formal customer service training
- Previous library work experience
- Work experience with an automated library system and other technologies
- Evidence of continued interest in the field of library work

I, _____, received a copy of the job description for the duties I am to perform, for the Huron County Community Library.

Signature Date

Director's signature Date



Job Description: Circulation Library Clerk

Department: Public Services

Reports to: Branch Librarian or Public Services Library Assistant

Description: The Circulation Library Clerk works closely with the Public Service Library Assistant by performing all aspects of library service in the Public Services Department with duties regarding general circulation and patron assistance. Follows procedures set by the Library Director in regards to Library Board of Trustee's policies.

The Huron County Community Library is a public library system dedicated to providing materials, services and information to promote lifelong learning.

Responsibilities include but are not limited to:

1. Perform all circulation services including but not limited to material charge and discharge, reserves, overdue items, basic patron assistance.
2. Handle phone inquiries, 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 by patrons in the absence of a senior supervisor.
5. Operate library equipment, including facsimile machines, copiers, computers, etc.
6. Attend staff meetings as called by the Library Director or Branch Librarian.
7. Attend NORWELD, OLC, and other professional meetings, workshops, webinars and conferences.
8. Participate in and assist with programming preparations as required
9. Assist with the preparation and delivery of homebound materials
10. Adhere to and 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.

Knowledge, Skills and Abilities:

- Ability to effectively use computers, electronic databases and other technology as required
- Ability to exercise independent judgment, reliability, and maintain confidential integrity as required
- Possesses strong communication and public relations skills, including the promotion of programming, collections and displays
- Ability to use constructive criticism and feedback from

- evaluations to improve performance
- Ability to maintain a close working relationship with library employees
- Flexible, hardworking 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

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