**JOB DESCRIPTION**

**SOC Code: 25-4031 Library Technicians**

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| **JOB TITLE: Circulation Clerk** | **JOB CODE:** |
| **DEPARTMENT: Lincoln County Library- Libby Branch**  **SUPERVISOR’S TITLE: Library Director** | **FLSA STATUS:** |
| POSITION SUMMARY Responsible for circulation and reference activities | |

##### ESSENTIAL FUNCTIONS

1. Nature of work: Paraprofessional Librarian
2. Personal Contacts: Staff and Public
3. Supervision Received: Library Director

##### DUTIES AND RESPONSIBILITIES

* Maintain services at the circulation desk, including checking in and checking out materials, issue and renew library cards, process holds, and maintain patron records
* Prepare crates for delivery to Partner libraries
* Respond to reference and information questions from patrons and staff, including reader’s advisory
* Maintain and promote excellent customer service
* Assist in planning, implementing and promoting programming for patrons
* Assist patrons in making effective use of library equipment
* Assist patrons with computers, tablets, e-readers and other technologies
* Collect fines and track daily cash receipts
* Collects data for statistical reports
* Supervise and assign tasks to volunteers
* Assist in maintaining and weeding collection
* Maintain a pleasant, inviting, and safe environment for all patrons
* Assist with the upkeep of the library, including shelf reading, shelving of materials, tidiness and general cleanliness
* Accepts and adheres to the library’s strategic plan, core values, policies and procedures
* Performs other related duties as required

##### SCOPE OF RESPONSIBILITY

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

* Performs assigned duties

##### JOB SPECIFICATIONS

**Education:** High School diploma, or equivalent. Bachelor’s degree preferred

**Experience:** 1-2 years in a customer service setting. Library experience preferred

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**Knowledge, Skills, Abilities and Competencies:**

* Ability to learn standard public library theory and principles, including methods of excellent customer service, intellectual freedom, and equitable and open access to information.
* Knowledge of the basic function of the library in the community
* Skills in computer technologies, including MS Office Suite, internet searching, integrated library systems and social media
* Ability to advise patrons on digital services and devices
* Ability to communicate effectively, respectfully, patiently and courteously with coworkers, patrons and other community members
* Ability to think creatively and problem solve
* Ability to work independently and collaboratively
* Ability to multitask
* Ability to adapt work routine to cover other library duties as needed.
* Ability to supervise volunteers
* Ability to follow policies and procedures of the library
* Obtain and maintain a valid Montana driver’s license with a safe driving record and operate a motor vehicle under all weather conditions.

##### WORKING ENVIRONMENT

1. Physical Demands: Ability to repeatedly move and lift up to 50 pounds
2. Visual, Hearing and Dexterity Demands:

* Ability to communicate effectively in person, on the telephone, or on the computer
* Ability to read from both computer screen and paper
* Ability to sit and stand for long periods

1. Working Conditions: Most work is done indoors. Some outdoor work required. Weekend hours required. Most work is performed at the Libby Branch, infrequent travel to libraries in Eureka and Troy may be required.

**The above is intended to describe the key elements and requirements for the performance of this position. Employees may be required to perform other related duties and activities not specifically stated in this document.**

APPROVALS:

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Supervisor Human Resources

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| Origin Date: |  |
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| Review Dates: | Revision Dates: |