

JOB DESCRIPTION



JOB IDENTIFICATION

<i>Job Title:</i>	Circulation Clerk	<i>Pay Grade:</i>	EAP-2
<i>Department:</i>	Library	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	PCRC Library	<i>Reports to Position:</i>	Director
<i>Effective Date:</i>	June 16, 2018		

JOB SUMMARY

Under general supervision answers multi-line telephone, directs calls or takes messages, greets and assists the public, collects necessary information from potential patron and enters it into computer program. Issues library cards and explains all benefits. Assists patrons in finding materials and resources. Makes copies, faxes, collect fees, and operates the cash register. Checks materials in and out, shelves and keeps all materials organized. Assists in keeping all work areas neat and organized. Calls new patrons, manage all overdue items by contacting the patron through email or phone records those actions. Completes, faxes and/or call about all work orders for needed repairs to the building. Records receipt of magazines and newspapers; displays and discards those on a regular basis.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Answer multi-line telephone and direct calls or take messages
- Greet and assist visitors to include assistance in locating materials or resources, issuance of library cards, checking in and out of materials
- Welcome calls to new patrons and courtesy calls to those patrons with overdue materials
- Accepts fees for overdue items including providing accurate change
- Shelves incoming materials
- Assist in other areas of the Library as needed to include computer lab and program development or presentation

- Maintain work area in an organized and neat manner

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education/Training

High School Diploma or GED

Experience

Previous experience in public service

Licenses or Certifications Required

Driver's License as some community outreach programs are presented by the Library

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Library organizational systems
- Office equipment and multi-line telephone systems

Ability to:

- Comprehend regulations and guidelines as pertaining to Library operations
- Interpret policies and procedures
- Interact with the public in a professional manner
- Operate various office equipment to include computers, cash registers, scanners, fax machine and copiers
- Work weekends and non-standard duty hours

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

Environment: Work location will primarily be indoors at the Library; however, special community outreach programs may involve commuting and presenting at area schools, centers, etc.

Physical Demands: See accompanying page for details

Key Working Relationship: Library patrons, Director of the Library and other Library employees

APPROVAL/ACKNOWLEDGEMENT

Department Head

Library Director

Title

Date

Human Resources Director

HR Director

Title

Date

City Manager

City Manager

Title

Date

Incumbent Employee Printed Name and Signature

Date

PHYSICAL REQUIREMENTS – CIRCULATION ASSISTANT

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

LIFT/CARRY				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl	X			
Reach Above Shoulders			X	
Reach Below Shoulders			X	
Repetitive Arm Use	X			
Repetitive Wrist Use			X	
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface		X		

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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of the time

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EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	6
Stand	1	1
Walk	1	1

Additional Considerations (including clarification of any of the above)