



CIRCULATION CLERK JOB DESCRIPTION

REPORTS TO: Head Librarian

SUBORDINATE POSITIONS: None

SUMMARY OF FUNCTION:

The Circulation Clerk is a part-time position with regularly scheduled hours per week, evenings and Saturdays plus fill in as relief for staff vacation and sick leave for the three branches.

TASKS:

1. Provide good customer service to patrons of all ages, and promotes all Library services.
2. Performs all aspects of circulation duties including phone and in person inquiries, checking of materials, shelving, etc.
3. Assists patrons with computer related inquiries, online database search and Interlibrary loan requests.
4. Performs branch cataloguing duties restricted to duplicates, deletion of discarded books, and the update of the database for book exchanges at the branch.
5. Assists Branch Librarian with all aspects of the delivery of programs.
6. Other duties as assigned by the Branch Librarian.

QUALIFICATIONS:

- Library Technician Diploma or EXCEL certificate would be an asset
- Good interpersonal skills
- Excellent computer skills (Word, Excel, Horizon)
- Good oral and written communication skills
- Minimum Class "G" Driver's License

EFFORT:

- Casual hours
- Job requires mental alertness to ensure the safety of others

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- Job involves some physical exertion – lifting up to 45 pounds, bending, climbing stairs, standing for long periods of time, climbing in and out of vehicle
- Involves mental and visual concentration

WORKING CONDITIONS:

- Working conditions contain moderate risks which require planned safety precautions for limited periods of time
- Travel required among the three branch libraries

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