



PART TIME Position Available

CIRCULATION CLERK

Up to 20 hours per week
\$10.00-\$14.31 per hour DOQ

General Summary: This part-time position involves the distribution of library materials and patron information at the Circulation Desk. There is no supervision of others.

Essential Functions and Responsibilities:

- Registers patrons for library cards; verifies residency information, collects non-residents' fees and renews library cards.
- Processes returns of materials at Circulation Desk.
- Charges out Library materials; accepts monies for overdue fines, fees, lost book charges, used book sales.
- Checks materials received for overdues. Enters data into computer regarding fines owed, paid or other patron data to be attached to patron file or forwards this information to appropriate Circulation Clerk.
- Maintains library collection shelf order on a regular basis.
- Provides assistance with Information Services Desk or Computers when necessary.
- Performs other duties as deemed related and necessary.

Knowledge, Skills, and Abilities:

- Ability to communicate effectively in English both orally and in writing.
- Friendly and customer service driven
- Ability to understand and carry out oral and written instructions.
- Basic knowledge of Windows, Internet and Microsoft Office applications
- Ability to learn new computer operations.
- Ability to exercise tact in maintaining good working relationships with the public, staff and Board.
- Ability to bend, lift, and stoop to retrieve library materials.
- Ability to stand and walk for extended periods of time (15 minutes or more).
- Ability to travel to local, state, regional and national meetings and conferences.

Education, Experience, and Training:

- High school graduate with a minimum of one-year work experience. Previous library experience a plus.

Position Hours:

- This is a part-time, non-exempt position; must be available to work weekdays, up to three (3) evenings per week and weekend rotations. Hours will be dependent on library needs.

DEADLINE: Friday, March 21, 2020

Please submit a resume, cover letter and employment application to:

Sheila Adams, Circulation Manager

adamss@glpld.org 708-758-0090 708-758-0106 fax