

Circulation Clerk, Grimes Public Library

M/T/W 3p-7p every week **AND** Sat 8:45-3:15, Sun 12:45-4:15 every other weekend.

APPLICATION

Applications are also available at the Grimes Public Library.

Please return applications to Philip Delgado, Head of Circulation, Grimes Public Library, 200 N. James St. (PO Box 290), Grimes, IA 50111

PURPOSE OF POSITION

Primary responsibilities may be to work at the circulation desk by performing necessary computer, clerical, record keeping and public relations tasks involved in providing assistance to library customers. Uses standard office equipment including the computer to check in/out books, videos, CD's, and related media materials owned by the library. Performs some supervisory duties and continuity for part-time circulation staff at the direction of the Head of Circulation. Other assignments may include providing support for library programs as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Checks materials in and out using standardized procedures and sorts, cleans books, videos and other library materials collected at circulation desk or return slots.

Registers new customers in library automation system; renews cards that have expired and issues replacement cards for cardholders who have lost them.

Registers and assists customers enrolled in special programs offered at the library and assists staff members in preparation and delivery of programs as required.

Collects money due and makes change; records data in computer. Answers phones.

Performs other duties including, but not limited to, general cleaning, maintaining orderly appearance of the library and materials, opening and closing library, assisting in special events, and attending staff meetings.

Performs related duties as requested.

Regular work attendance is required.

REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EDUCATION and/or EXPERIENCE

High school diploma and prior customer service experience.

Some college is preferred.

Equal Opportunity Employer