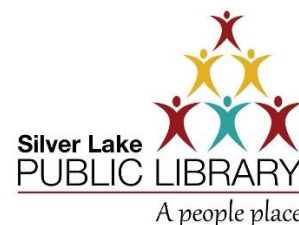


Silver Lake Public Library

Job Description

Circulation Desk Librarian



Reports To:

The Library Director and performs tasks assigned by the Library Director

Essential Abilities and Knowledge:

- Basic knowledge of library clerical procedures and practices and be willing to learn new procedures or technique.
- Be familiar with computer technology and troubleshooting technical problems.
- Must be able to communicate with the public and other library staff or volunteers in a professional and friendly manner.
- Be able to effectively read, have knowledge of English skills and understand patron requests and questions.
- Must be able to carry out assigned tasks to meet deadlines.
- Knowledgeable about Library services and stays up-to-date on resources available to patrons.
- Basic math skills including addition, subtraction and ability to count money and make change.
- Be able to establish and maintain effective working relationships with co-workers and the general public.

Key Responsibilities:

- Greets and assists library visitors
- Check in and check out library materials through the NEXT software system
- Cleans and inspects library materials for damages
- Sort and accurately shelve Library materials
- Shelf reads circulating materials and cleans shelves
- Provides basic reference service
- Provides basic reader advisory service
- Assists patrons with use of library equipment and computers
- Maintain the general order and appearance of the Library by straightening shelves and clearing tables
- Retrieves Library materials for both staff and customers
- Prints "Holds" report and retrieves items for the inter-library loan courier service
- Assists with preparing requested materials for patrons
- Answers telephone and directs calls
- Keeps statistical data for reports
- Collects and records income for the library as appropriate

- Assists with opening and closing procedures
- Assists with library program preparation and implementation, as directed
- Performs other duties as assigned
- Retrieves mail when Director is absent
- Attend staff meetings as scheduled
- Other tasks assigned by Director

Physical Demands:

- Sitting, standing, walking, climbing, stooping, bending, twisting, and reaching.
- Lifting or carrying of library materials – 30 pounds or less.
- Pushing or pulling objects weighing 60-80 pounds on wheels.
- Handling and shelving books.
- Use of fingers for keyboarding, filing, sorting, processing and shelving.
- Ability to access materials from shelves which may be over head or those which may be below waist level.
- Must be able to work at a counter used for customer interactions.

Qualifications:

- Must have High School diploma, GED, or previous customer service experience
- Must be at least 16 years old

Hours and Benefits:

- Part-time position less than 15 hours a week **OR**
- Regular part-time position less than 40 hours but not less than 15 hours in week
- Includes evening and weekend hours
- Sick leave prorated hours earned each month
- Vacation hours prorated after one-year employment

The above statements reflect the general details considered necessary to describe the essential duties of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Updated 11/11/2021 edited 10/14/2022 **edits December 2 2022**

Employee Signature: _____ Date: _____