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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_