

GEAUGA COUNTY PUBLIC LIBRARY
EMPLOYMENT OPPORTUNITY
CIRCULATION CLERK - PART-TIME – 20 hours per week

Position Title: Circulation Clerk
Classification: Library Assistant I
Hours /FLSA status: 20 hours weekly, non-exempt, part-time
Hours are mornings, afternoons, rotating weekends
Location: Newbury Station Library
Rate of Pay: \$10.67

Position Summary: Provides direct public service and performs circulation duties associated with the operation of the library.

Essential Job Functions: *This list is illustrative, but not exhaustive for this position.*

- Provides direct service to the public, in person or over the telephone.
- Assists patrons with library materials, copy machine, holds, along with providing general information.
- Verifies contents of materials before checking items in and out and renews materials using the computer system.
- Reconciles daily cash register money and sends in delivery.
- Maintains clean appearance of circulation desk.
- Prints and processes daily hold shelf reports
- Uses troubleshooting and back-up procedures as needed for computer system
- Orders supplies and various forms

Minimum Knowledge, Skills, Abilities and other Characteristics:

- Willingness and adaptability to work in a changing work environment.
- Must have basic computer skills.
- Ability to use and maintain office machines including personal computer and cash register.
- Ability to meet, talk to and work well with the public and staff.

Minimum Education, Experience, and Licensing Requirements:

- High school diploma or equivalent. Reliable transportation.

Physical Requirements:

- Position requires alternate standing, sitting and walking.
- Able to lift at least 20 pounds and occasionally up to 40 pounds.
- Able to push, pull and maneuver full book carts.
- Able to read a computer screen and print material.
- Able to use hands and fingers to grasp, handle, feel, or operate objects, tools, or controls – including computers, phones, and office equipment.

Deadline: Applications received by August 18, 2017 will receive first consideration.

Position open till filled.

If interested provide: Resume, work references and Geauga County Public Library application.

Application form available online at: <http://divi.geaugalibrary.net>

- **Apply to:** GCPL.recruiting@geaugalibrary@info or send to Geauga County Public Library –
Administrative Center, 12701 Ravenwood Drive, Chardon, OH 44024

Posting date: 8/1/2017