



16 hr - Part-Time Position

Application Deadline: Applications received by February 15th will receive first consideration. Position will be advertised until filled.

Position Title: **Circulation Clerk**
Classification: Library Assistant I
Hours /FLSA status: 16 hours weekly, non-exempt, part-time. Flexible schedule including days, evenings and weekends in rotation.
Rate of Pay: \$10.67
Location: Geauga West
Reports to: Head of Circulation & Shelving

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 by accurately checking in and out library materials.
- Provides general information about the library, refers patrons to appropriate personnel for assistance.
- Checks in interlibrary delivery bags and Search Ohio bins, and processes holds.
- Inputs new patron registrations and updates patron records. Collects fines and fees.
- Verifies contents of materials before checking items in and out and renews materials using the computer system.
- Notifies patrons by phone or mail when reserved materials are available for pickup. Collects contributions for Friends of the Library and book sale donations.
- Checks email during every shift.
- Maintains copy machine and cash register. Checks in book drops.

Library tasks performed on a regular basis:

- Reconciles daily cash register money and sends in delivery. Maintains clean appearance of circulation desk and staff kitchen. Prints and processes daily hold shelf reports
- Performs necessary tasks involved in opening and closing building.

Minimum Knowledge, Skills, Abilities and other Characteristics:

- Willingness and adaptability to work in a changing work environment. Observes all OSHA procedures. See personnel policies #410 and #435. 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.

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

Application available online at: <http://divi.geaugalibrary.net/28458-2/career-opportunities/>

Apply Online: GCPL.recruiting@geaugalibrary.net GCPL – Administrative Center
12701 Ravenwood Drive, Chardon, OH 44024 Posting date 2/5/2019