

## **Kirtland Public Library**

### **Position: Circulation Clerk I**

Library: Kirtland Public Library

City: Kirtland, Ohio

Salary: \$15.00/hr

This is a part-time position, 12-25 hours/week including evenings and weekend hours. Limited benefits including sick time and vacation.

Starting date: April 28, 2025

### **Complete a job application with three references and email it to:**

Missy Littell, Library Director

[mlittell@kirtland.lib.oh.us](mailto:mlittell@kirtland.lib.oh.us)

Applications are available at the Circulation Desk or at

<https://www.kirtland.lib.oh.us/content/employment-opportunities-0>

## **Circulation Clerk I**

### **Job Description**

This position provides circulation services to library patrons. This includes checking material in and out to people; preparing material for CLEVNET delivery, outbound and inbound, processing bills for lost materials. This position involves constant communication with the public.

Ensuring that visitors have a positive library experience is the top priority for every staff member. All staff are expected to provide friendly and exemplary service to visitors of all ages.

### **Job Duties and Responsibilities**

This is not intended to serve as a comprehensive list of all duties performed. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional duties.

- Performs all circulation duties using the CLEVNET system

- o Checks materials out and renews materials
- o Discharges materials
- o Collects fees
- o Issues new patron cards and updates cards as necessary
- o Maintains daily statistics
- o Handles patron requests/problems as appropriate, using tact, discretion and good judgment
- o Registers and records new borrowers
- o Packs and unpacks shipment; routes material in and out of delivery
- Creates a courteous and pleasant first impression of the Library
- Maintains a clean and orderly work area
- Reports technical problems to the Library Director
- Recommends new services to the Library Director
- Assists with library programs and displays, i.e. registration, signs crafts, etc.
- Works with the Reference Librarians as needed to provide materials requested by patrons
- Performs all opening and closing procedures at the Circulation Desk
- Performs other duties as required.

### **Minimum Qualifications and Skills**

- High School graduate; two years of clerical experience preferred
- Must be able to work regularly scheduled evenings and Saturdays
- Must have a valid driver's license
- Must pass a background check
- Ability to learn the Dewey Decimal System, the CLEVNET automated circulation system and Library circulation policies and procedures
- Must be able to work independently
- Flexibility to deal with multiple and unexpected tasks and patrons simultaneously
- Must be able to establish good rapport with patrons of all ages

### **Physical Demands**

- The work is typically performed while standing at the Circulation Desk: also intermittent sitting, stooping, walking, bending, or crouching
- May be required to lift or move up to 30 pounds
- Must be able to push movable carts loaded to a maximum of 100 pounds.

