



City of Greenfield
Library Circulation Clerk

SALARY	\$16.13 - \$18.51 Hourly	LOCATION	Greenfield, WI
JOB TYPE	Part-Time	JOB NUMBER	24-05
DEPARTMENT	Library	OPENING DATE	02/26/2024
CLOSING DATE	3/11/2024 11:59 PM Central		

Summary of Job

The library clerk is responsible for providing service to the general public at the checkout desk. This position also assists with technical processing and library programming. The focus is on excellent customer service while effectively completing various library-related tasks.

Essential Duties & Responsibilities

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed within are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Performs checkout desk procedures including but not limited to checking-out and checking-in materials, registering patrons for new and renewed library cards, updating patron record information in accordance with established policies and procedures, explaining library circulation policies and procedures to the public, collecting fines and fees and entering them into the cash register.
2. Assists patrons using self-checkout machines, online fine payment, and self-service hold shelves.
3. Receives mail delivery, sorts and routes mail, packages, periodicals, and other library materials.
4. Evaluate and report the physical condition of checked-in materials.
5. Performs alpha-numeric sorting of library materials on carts for shelving.
6. Monitors the sounding of the security gates and verifies the checked-out status of patron's items when the alarm sounds.
7. Reports all damaged, partial, missing, lost, stolen or claimed returned items to the Assistant Director for resolution.
8. Report all unusual circumstances, patron complaints, or concerns to the Assistant Director or Librarian-in-charge as appropriate in a timely manner.
9. Informs the Director, Assistant Director or Librarian-in-charge of any urgent matters that require attention, such as health, safety, building, public service or employee issues that impact public or staff in a timely manner.
10. In the absence of a shelver and as desk coverage permits, assists in the retrieval of materials from the pick list off the shelves, performs shelf checks, shelves materials, shelf reads, and straightens materials on the shelves while shelving at the request of the Assistant Director or Librarian-in-charge.
11. Answers directional questions and refers patrons to appropriate personnel.
12. Refers non-directional questions to reference staff.
13. Assists in the updating of library policies and procedures.
14. Assists patrons with mechanical operations of library equipment.
15. Performs routine typing, filing and document preparation.
16. Assists with library and displays and marketing efforts.

17. Performs light housekeeping.
18. Other duties and special projects as assigned.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Probationary Period

There is a six-month probationary period.

Position Type and Expected Hours of Work

This part-time exempt position is scheduled multiple days of the week, including mornings, afternoons, evenings, and a rotating Saturday and Sunday schedule. Flexibility in scheduling is required.

Qualifications

Required Education/Training and Experience

- High school diploma or equivalent
- Skilled in utilizing technology to conduct all aspects of the job, including communication, record keeping, and customer service.
- Ability to communicate in a friendly and cooperative manner to staff and library visitors

Preferred Education/Training and Experience

Experience working in libraries, education, or similar jobs.

The Greenfield Public Library reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Physical Demands

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 45 lbs. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

General office environment, with occasional outdoor work.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used

Computer, telephone, fax machine, transcription equipment.

Knowledge, Skills & Abilities

1. Ability to communicate effectively with staff and the public in person or on the telephone.
2. Ability to project a friendly, efficient image on the telephone and in person.
3. Ability to maintain composure under pressure.
4. Ability to maintain confidentiality in matters requiring it.

5. Keyboarding and filing ability.
6. Working knowledge of English grammar and spelling.
7. Ability to work as a team member.
8. Ability to adapt to and accept change.
9. Ability to work in a computerized environment.

Pre-Employment Requirements

Applicants will be required to submit to a pre-employment physical exam and drug screening. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Pay Rate

Hourly rate determined by the Library Board. Benefits such as vacation, holidays, and sick pay are consistent with the City of Greenfield's Non-Represented Resolution.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.

Further Information about the Greenfield Public Library

www.GreenfieldLibrary.org

Further Information about City of Greenfield

<https://www.ci.greenfield.wi.us/31/Community>

Agency

City of Greenfield

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