



SIUSLAW PUBLIC LIBRARY DISTRICT
On-Call Library Clerk: Circulation Substitute Job Description

General Description

This position performs a variety of routine clerical functions quickly and accurately, including circulation functions using a computer system. This position entails constant public interaction including answering and routing incoming phone calls and requires a commitment to excellent patron and library service. This employee must understand library organization, and be able to assist patrons in locating library materials. This employee must have an understanding of word processing and the internet. Punctuality and flexibility of hours for scheduling purposes are vital to this position. Some evening, Saturday, and/or Sunday hours will be assigned.

Reports to:

Circulation Lead

Examples of typical duties

- Opens and/or closes the library facility in Florence or Mapleton.
- Greets library patrons.
- Processes the loan and return of books, media, and other library materials with an automated circulation system.
- Sorts, shelves, and locates books, media, and other library materials on shelves according to alphabetical and numbering sequences.
- Discharges incoming books, media, and other library materials using an automated circulation system and inspects them for damage.
- Operates a variety of standard office and library machines.
- Answers telephones and provides routine information or refers and transfers calls.
- Receives payments, makes change, and completes basic reconciliation of a cash register.
- Assists patrons with directional, informational, and facility questions. Refers more complicated reference questions to a librarian.
- Enters and retrieves patron and circulation information in patron and circulation records.
- Processes patron requests, reserve materials, and magazines.
- Makes minor repairs to books, media, and other library materials as needed.

- Is responsible for respecting and maintaining the confidentiality of patron library records.
- Makes routine clerical and patron service decisions and may authorize exceptions to Library procedures within Library policy to satisfy patron needs.
- Processes books, media, and other library materials to be added to the collection.
- Performs minor janitorial functions.
- Assists patrons with basic word processing and internet instruction.
- Troubleshoots routine computer and equipment malfunctions.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of library principles and practices.
- Knowledge of basic office procedures.
- Knowledge of the organization of libraries.
- Demonstrated skills in providing pleasant and effective customer service.
- Demonstrated skills in operating computers and office productivity software.
- Ability to work independently and take initiative to successfully complete duties.
- Ability to follow written and oral instructions.
- Ability to type accurately.
- Ability to maintain accurate files and records.
- Ability to perform accurate mathematical computations.
- Ability to handle more than one task simultaneously.
- Ability to help patrons find library materials.
- Ability to routinely lift and carry 30-50 pounds.
- Enjoys reading and using other library materials and helping others of all ages enjoy library resources.

Experience and Training

This is an entry-level, clerical position which requires demonstrated experience working with the public and computers. The minimum educational requirement is a high school degree or the equivalent, although some college and/or experience in a library and/or educational setting is highly preferred. Good knowledge of clerical practices and office technology with the ability to learn library-specific clerical and automated practices is essential. Knowledge of websites and social media is desired. Proficiency in written and spoken Spanish desired.