



JOB POSTING

Circulation Clerk (Non-Exempt)

Part-time (20 hours/week)

Position Open: When filled

Starting rate: \$15.00/hour, may be commensurate with experience

Circulation Services is looking for a customer-focused individual who is enthusiastic and can provide public services to patrons of all ages. The ideal candidate must have customer service experience and possess creativity, flexibility, a passion for helping people, and a commitment to promoting the joy of reading.

Some responsibilities include:

- Delivers public services for patrons of all ages in a creative, organized, friendly, polite, service-oriented, self-motivated and enthusiastic manner to create a welcoming library environment.
- Carries out regular circulation desk tasks such as organizing hold shelves, checking materials in and out, collecting fees, and enrolling new or renewing patrons.
- Prepares morning banking with attention to detail and accuracy.
- Answers basic directional questions, but refers most questions to adult services staff.
- Keeps bookshelves, furniture, counters, and work areas within view of the circulation desk welcoming and tidy.

Knowledge and Skills Requirements:

- Customer Service experience is highly preferred.
- Familiarity with automated library systems, collection management systems, online tools, resources, and the Internet.
- Proficiency in using personal computers and related software.
- Practical communication skills in both oral and written forms.

Minimum Requirements:

- High school diploma, GED, or high school equivalency. Library experience is preferred.

Physical Requirements and Work Environment:

- Mobility to work in an office setting, stamina to sit, stand, and walk for extend periods.
- Able to lift and carry up to 20 pounds.
- Flexibility to work evening, night and weekend shifts.

How to Apply: Application and full job description available at the Circulation Desk. Applications can be emailed to adminoffice@warsawlibrary.org