

Wood River Public Library- Circulation Clerk (Part Time)

Job Description: Circulation Clerk, Part Time (18 hours a week)

Reports to: Circulation Manager

Pay: \$15.00/hour

Purpose of Job

This position has primary responsibility for serving patrons and top customer service.

Nature & Scope:

This person provides quality customer service and serves as the supervisor on duty when the Circulation Manager or Director are not in the building. This person oversees Library Pages and volunteers as needed. This position requires working day, evening, and weekends.

Essential Duties:

- Assisting patrons at the Circulation Desk and at computers
- Registering new patrons
- Checking materials in and out
- Providing phone and on-site reference service
- Supervising Pages during shifts
- Handling small amounts of money
- Enforces library policies
- Collaborates with other staff to promote initiatives
- Creates displays
- Attend relevant continuing education classes
- Other duties as assigned

Requirements:

- Positive & friendly attitude
- Minimum of high school diploma or equivalent required
- Computer knowledge (Microsoft Word and PowerPoint preferred)
- Supervisory experience strongly preferred

Disclaimer: the information is general in nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned this position.