

MOUNT CLEMENS PUBLIC LIBRARY

Job Description

JOB TITLE: CIRCULATION CLERK

REPORTS TO: Library Director

NATURE AND SCOPE OF POSITION:

The Circulation Clerk provides prompt and courteous assistance to library patrons at the circulation desk and seeks to maintain good public relations with all customers. May also serve as a public relations intermediary by tactfully handling delinquent patron account and retrieval of overdue library materials.

SPECIFIC DUTIES:

- Circulate library materials using library's automated library system – SirsiDynix
- Register patrons for library cards and maintain patron registration records
- Uses Microsoft Word, Excel and other software as required
- Accurately collect fines and fees using a Point of Sale system
- Serve as initial contact person, provide general library information and directions, and answer and direct incoming telephone calls
- Receive overdue and bill notices and check for accuracy, correcting as necessary
- Handle inquiries from patrons regarding delinquent accounts
- Notifies patrons about reserved materials
- Performs basic reference work or refers it to librarian in charge
- Inspects returned books, materials and equipment for damage.
- Cleans and organizes work area
- Other duties as assigned by Library Director

JOB REQUIREMENTS:

High school diploma or G.E.D. certificate

Typing ability

Ability to communicate effectively and courteously

Computer literacy

DESIRED CAPABILITIES:

Experience with Sirsi integrated library systems

Previous experience as a circulation staff member

Knowledge of basic library materials, policies and procedures

Knowledge of regulations and procedures pertaining to library responsibilities.