

Southern Lehigh Public Library
3200 Preston Lane
Center Valley, PA 18034
610-282-8825 www.solehipl.org

Position: **Circulation Desk Clerk**
Reports to: **Librarian/Director, Circulation Desk Manager**

Position Summary:

Under the supervision of the Library Director and the Circulation Desk Manager, the Circulation Desk Clerk is primarily responsible for providing a broad spectrum of library service to patrons at the Circulation Desk. Other duties may be assigned as needed.

Note: Employees are expected to perform all responsibilities outlined in the job description. Responsibilities highlighted with an asterisk* are considered non-essential duties and would offer an opportunity for making reasonable accommodation should an employee qualify due to a disability. All other responsibilities are essential to the position.

General Responsibilities

• **Public Services**

- Circulation Desk – check in/check out items, register new patrons, renew and/or update library cards, calculate and accept overdue fines and lost/damaged item payments, assist with reserve requests, assist with interlibrary loan requests, accept donations of items for book sale room, accept payment for items sold in book sale room, assist patrons with program registration, and monitor printer and copier management software using SPARK ILS, LPT1 Print Management software, and Microsoft Office 2010 software.
- Reference Assistance – assist patrons in securing requested information, have a basic working knowledge of print and electronic resources, assist patrons with Internet searches, provide reader's advisory services.*
- Customer Service – maintain excellent level of customer service at all times, uphold mission of library, support and promote FSLPL and library programs, follow policies and procedures as set forth by the Board of Directors and Library Director.
- Technology – assist patrons with use of computers including printing, saving information to flash drive, accessing email, accessing websites, accessing wireless network, registering online for programs, downloading electronic books and audios.
- Collection Maintenance
 - Assist the Librarian for Youth Collection Development with preparing/maintaining the summer reading list titles for Southern Lehigh School District that are housed/circulated at SLPL.
 - Check contents of Learn with Me kits and board games following each circulation; contact patron if pieces are missing; refer kit to Librarian for Youth Collection Development if ordering replacement pieces is necessary.
- Feature Displays – Create rotating displays promoting parts of the collection for both adults and youth.
- Book Discussion Group – Communicates with group leaders to determine title selections, notifies Director so that titles can be purchased, adjusts holdings codes and item labeling for necessary period of time to allow group members access to the title.
- Check-in fitness classes as needed
- Portable outdoor signage – consults with Director and changes program promotion/information on all outdoor signs

• **Clerical Services**

- Telephone – answer telephone and take messages when scheduled at circulation desk.
- Open and close the library and perform associated procedures.
- Covers new books that are being added to the collection.
- Determines due dates and prints daily slips in advance for use by circulation desk staff.
- Assist with set-up and take down of equipment for programs scheduled in the meeting rooms.
- Staff Meetings – attendance at monthly staff meetings is required.
- Participation in continuing education opportunities, such as workshops, seminars, and conferences at the request of the Director. Employees may also request the Director's permission to attend educational opportunities.*
- Other duties as assigned.

Qualifications

- Enrollment in or recent graduation from a two-year or four-year college or university program or graduate degree program majoring in Library & Information Science preferred; previous work or volunteer service in a public library required.
- Requires excellent computer skills, proficiency with Windows 10, Google Suite, and Microsoft Office Suite, especially Word, Publisher, and Excel, social media apps, and experience using the Internet for research purposes.
- Previous experience using a library automation system preferred; familiarity with SPARK especially helpful.
- Requires excellent communication/interpersonal skills (listening, speaking, and writing) to a diverse population with varying skill sets.
- Must be able to stand for up to 4 hours at a time.
- Must be able to kneel, bend, and reach.
- Must be able to push a library cart of books weighing up to 75 lbs. and lift library materials and equipment weighing up to 25 lbs.
- Must be able to operate a keyboard, mouse, and scanner; read a computer screen.
- Requires good organizational skills and ability to prioritize workload effectively.
- Criminal history and sexual offenders' history clearances required.

Schedule & Benefits

- Part-time; 16 hrs/wk; scheduled work periods will require weekday and some Saturday hours; occasional flexibility is helpful.
- Two-week grace period allowed for overdue items checked out to employees before fines begin to accrue.
- Optional participation in 403b Retirement Plan with Integrity Wealth Partners; employee contribution only.
- Vacation/Sick/Personal/Holiday time allotted as described in personnel manual.