

POSITION: Part-Time Circulation Clerk

Carnegie Free Library of Beaver Falls

NATURE OF THE WORK: This position requires an individual who enjoys working with the public and who can work well in a team environment. This is a public service position that requires flexible work times including evenings and weekends. The Circulation Clerk greets and directs library patrons, charges and discharges library materials in accordance with established library policies and procedures. Through excellent customer service, the Circulation Clerk provides general information to patrons and maintains the library in an orderly fashion.

SUPERVISION: This position reports to the Director

RESPONSIBILITIES:

Understands and is able to perform all jobs related to circulation services, including but not limited to charging, discharging, and renewing library materials, registering and reregistering patrons; receiving and processing reserves and system level hold requests, routing interlibrary loan requests; collecting and recording fines and fees, handling monetary transactions, and handling the book drops.

- Assist customers by locating and retrieving materials and providing instruction in the use of library equipment including computers.
- Sufficient familiarity with alphabetical and numerical order to properly shelf library material.
- Answer patron questions in courteous manner, on the phone or in person.
- Assist with keeping the library neat and orderly.
- Responsible for maintaining the neat and orderly appearance of the circulation area.
- Ability to work a varied work schedule including evening and weekend hours.
- Performs other duties as assigned.

QUALIFICATION, SKILLS AND ABILITIES:

- High School Diploma or equivalent.
- A demonstrated customer service orientation and familiarity with automated integrated library systems preferred.
- Basic proficiency with internet, email, and Microsoft applications.
- Ability to interpret library policies and problem-solve and to work with frequent interruptions and complete tasks accurately and on time.
- Ability to operate basic office machinery including but not limited to computer, copier, fax machine, printer, paper cutter, etc.
- Ability to learn library software applications and shelving classifications.
- Physical ability to bend, reach, lift light loads (25+ pounds), and stand for several hours at a time.
- Ability to work well with a diverse public and staff.
- Cooperates as a team member with other employees in performing any assigned duties necessary to accomplish the library's mission.
- All positions at CFLBF require a Pennsylvania State Police Criminal Record Check, Pennsylvania Child Abuse History Clearance, as well as an FBI Background Check.

Email resume and cover letter to: cfrieht@beaverlibraries.org

Send Resume and Cover letter to: Carnegie Free Library of Beaver Falls
Attn: Curt Frieht
1301 Seventh Avenue
Beaver Falls, PA 15010