

BATAVIA PUBLIC LIBRARY JOB POSTING

Circulation Clerk – Part Time

Do you have a keen eye for detail and enjoy organizing? The Batavia Public Library District is seeking friendly, service-minded individuals to join our team.

JOB DESCRIPTION:

Circulation Clerks perform various circulation functions in a friendly and professional manner to a diverse patron base.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

This is not an all-inclusive list. Other duties may be required and assigned.

- Checking library materials in & out.
- Interacting with patrons concerning circulation of materials, issuance of library cards, collecting fines/fees, etc.
- Opening or closing the department during an assigned shift.
- Using various technologies to complete work (cash register, computer, printer, etc.)
- Answering incoming telephone calls providing routine information, transferring calls, and taking messages.
- Sorting returned books in alphabetical and numerical order on carts.
- Helping maintain the physical collection (shelving, shelf-reading, etc.)
- Assisting fellow staff members as needed

SCHEDULE:

Schedule will be determined at time of hire. Average of 10-15 hours per week which includes day, night and weekend hours. Shifts are typically between 4 – 4¼ hours long. Scheduling flexibility is desired.

QUALIFICATIONS FOR POSITION:

- **REQUIRED:** Attention to detail is a must. Position requires knowledge, skill, and mental development equivalent to the completion of a high school education. Computer experience. Applicants must successfully complete a shelving exercise to move to the next step in the hiring process. Ability to stand, bend, reach, squat, and push/pull heavy carts loaded with books.
- **PREFERRED:** Experience with Sirsi Dynix Workflows is a plus. One year of general work experience including contact with the public, preferably in a public library setting. College degree or some college coursework. 6 months or more of Circulation Clerk Experience
- **DESIRED:** A flexible, fun-loving, well-organized, tactful, resourceful, and good-humored person.

SALARY:

Starting salary is from \$17.01/hour.

PHYSICAL REQUIREMENTS:

- Must be able to remain in a stationary position up to 50% of the time.
- Must be able to move library equipment or materials weighing up to 50 pounds.
- Occasionally moves about inside the office to access materials, office machinery, etc.

HOW TO APPLY:

Send your completed application/resume

- via email to jobs@bataviapubliclibrary.org