

CIRCULATION CLERK / SHELVER

The Circulation Clerk / Shelver is a part-time position. Desirable attributes of this position include a fine attention to detail, good interpersonal skills, and the ability to handle busy work periods calmly and patron problems with diplomacy and tact. Duties include:

- Check out and return library materials
- Register patrons and renew patron cards
- Answer and route incoming telephone calls
- Collect overdue fines and other fees
- Explain library programs and policies to patrons
- Resolve patron problems if possible, or refer them to the Circulation Librarian
- Maintain copying machines and assist patrons in their use
- Answer simple reference questions and perform book searches in the absence of the reference librarians
- Sort and shelve library materials
- Maintain order in stack study areas
- Clean, inspect and shelve returned audio-visual materials
- Retrieve materials from outside and indoor book drops
- Clean and sanitize public computers
- Must be able to stand for long periods (up to 4 hours at a time)
- Must be able to comply with all COVID-related safety practices, including wearing a mask properly at all times
- Other related work as requested

Qualifications:

- Knowledge of and/or ability to quickly learn Dewey Decimal system
- Ability to file numerically and alphabetically
- Ability to follow written and oral instructions
- Ability to work without supervision once trained

- The job requires the strength and agility to maneuver heavy book carts, bend and reach, and perform constant lifting of library materials
- Ability to work cooperatively with public and coworkers
- Good interpersonal skills

Essential physical abilities to be accomplished with or without reasonable accommodation:

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports, and related materials in both electronic and hard copy form
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials
- Personal mobility which permits the employee to monitor, supervise, and perform assigned library operations, and to attend Library district, community, and public meetings at various locations
- Ability to lift up to 40 pounds; push and pull carts weighing up to 200 pounds; bend, stoop and reach shelving from floor level to 6 feet high; and stand or walk for at least 1 hour at a time
- Tolerance for dust and mold which permits the employee to work with books and other library materials, as well as work in older buildings

General requirements for all library employees:

- Ability to establish and maintain effective working relationships
- Commitment to the library's mission and goals
- Ability to read, write, and speak English
- Ability to give and receive instructions in English
- Alpha-numeric recognition skill
- Ability to exercise good judgment
- Ability to use basic office equipment: telephone, fax, e-mail, copier
- Honesty, punctuality, accuracy, ability to maintain confidentiality
- Ability to pass a criminal background check
- One-year probationary period

This is a part-time job with some flexibility in scheduling.

TO APPLY: Stop by the library and get an application from the front desk, or contact humanresources@ucitylibrary.org to receive an application via email.