

JOB DESCRIPTION

CIRCULATION CLERK

DEPARTMENT: CIRCULATION SERVICES	REPORTS TO: ADULT AND TEEN'S SERVICES MANAGER
CLASSIFICATION: CLERK II	DIRECT REPORTS: 0

JOB SUMMARY
Responsible for circulation functions, responds to general queries from the public, maintains the collection, assists in the processing of all library materials.

PRIMARY RESPONSIBILITIES	
Circulation	<ul style="list-style-type: none"> Circulates library materials. Notifies patrons of overdue items and collects overdue fines. Opens and closes library. Registers members. Answers general enquiries from public. Directs visitors as required.
Collection Maintenance	<ul style="list-style-type: none"> Shelving. Assists with weeding of materials. Maintains department equipment.
Clerical	<ul style="list-style-type: none"> Performs clerical duties as required. Maintains public bulletin boards and pamphlet areas. Answers telephone, as required. Performs duties of the Processing Clerk, as required.

EDUCATION AND TRAINING	
<ul style="list-style-type: none"> Minimum Required High School graduation diploma Bilingual, English, and French an asset. 	<ul style="list-style-type: none"> On-the-Job Development Integrated Library System software (ILS).

EXPERIENCE REQUIREMENTS	
Filing (Dewey and alphabetical)	

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SKILLS AND ABILITIES	
Attention to detail	Follows established policy and procedures
Teamwork	Ability to multi-task effectively

PHYSICAL REQUIREMENTS	
Lifting materials and shelving	Frequent sitting, standing, and bending
Pushing and pulling materials carts	Some computer and keyboard use

ABIDES BY THE CORE COMPETENCIES OF THE ORGANIZATION	
1. Organizational Commitment	<i>Able and willing to align behaviours with the needs, priorities, and goals of the organization.</i>
2. Public Service Champion	<i>Provides consistent superior public service, ensures patron needs are recognized and fulfilled.</i>
3. Commitment to Learning	<i>Recognizes the importance of continuous learning to improve skill level and performance.</i>
4. Flexible /Adaptable	<i>Reacts to and adjusts positively to change. Works effectively in a variety of situations</i>
5. Community Perspective	<i>Keeps abreast of important trends that impact the library in a community context.</i>
6. Teamwork/Cooperation	<i>Achieves common objectives by maintaining collaborative relationships with coworkers.</i>

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions for this position and agree to comply with all the policies and standards of conduct. As an employee, I will strive to uphold the mission, vision, and core competencies of the organization to sustain our long-term success.

Name: _____	Date _____
Signature: _____	