Drake Community Library, City of Grinnell, Iowa

Circulation Clerk Job Description

Job Summary: Reporting to the Library Director, the Circulation Clerk is responsible for customer service activities issued from the Service Desk during his or her work shift.

Education and Experience Requirements:

1. Minimum of a High School diploma

Salary Range: $12.15 - $14.71 per hour, part-time position

Essential Functions of the Position:

All Circulation Clerks share in the responsibility for the following duties, which, because they are related to direct service to the public, come first in importance in each staff member's job description. Circulation Clerks must utilize excellent interpersonal and written communication skills in service delivery and as a member of the library team.

1. Receive incoming telephone calls, providing the caller answers or referrals to other library staff as necessary.
2. Checking out materials
3. Checking in materials
4. Placing holds and notifying library users of items on hold
5. Creating library user records
6. Locating materials within our collection using the library catalog system database
7. Facilitating other material requests by verifying the item using vendor finding aids and the State of Iowa online catalog.

Special Duties:

1. Cataloging periodicals
2. Emptying book drop
3. Creating meeting room cards
4. Withdrawing materials from library's catalog system
5. Other duties as assigned

Circulation Clerks will not perform the following specific duties:

1. Reserve Meeting Rooms
2. Handle reference questions beyond locating specific materials within the library by using the library catalog. Subject requests, readers' advisory and all other reference questions will be referred to library assistants and librarians.

Physical Requirements:

In keeping with Drake Community Library's philosophy that each individual should be encouraged to reach his or her full potential, and in compliance with the American's with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified individuals with disabilities to perform the essential duties of this position.

Physical Activity Requirements:

Occasional = 33% or less of work day
Frequent = 34-66% of work day
Constant = 67-100% of work day

Physical Activity Requirements:	**Occasional**	**Frequent**	**Constant**	**N/A**
Sitting	X			
Standing		X		
Walking	X			
Climbing stairs	X			
Bending	X			
Kneeling	X			
Crouching	X			
Grasping	X			
Repetitive Motion (keyboarding)		X		
Pushing/Pulling 35 lbs. Lifting minimum per day 20 lbs. Occasionally Lifting minimum per day 10 lbs. Frequently Lifting minimum per day 0 lbs. Constantly				
Requires use of proper body mechanics with pushing, pulling, reaching, lifting, squatting, kneeling, and bending. Requires 6-7 hours/day at CRT screen, typewriter, or other office machines. Requires fine motor hand and arm movement, manual dexterity, and coordination. Requires near visual acuity. Requires working around and operating departmental equipment. Requires the ability to function in a professional manner under stressful circumstances.				
Environmental Demands: Not applicable				

Rev. 02/2014; Rev. 07/2016; Rev. 05/2018; Rev. 02/2020