

JOB VACANCY POSTING

TITLE: Circulation Clerk (Part-Time, Level 2 Position) **DATE:** 3/17/2025

DEPARTMENT: Public Library – Main Branch or West Branch **NO. OF VACANCIES:** 1

SALARY RANGE: Starting Wage: \$17.0943/hour

Job Summary

Charge, discharge and reserve materials. Assist patrons, process library card applications and shelve books as required.

Job Scope

No supervisory or budgetary responsibilities.

Principle Duties and Responsibilities

- Circulate library materials by charging and discharging materials.
- Reserve materials for patrons and notify patrons when materials become available.
- Process library card applications. Produce library cards.
- Handle money generated from fees, fines and other miscellaneous charges. Write receipts.
- Assist patrons in general use of the library and in locating library materials.
- Re-shelve books and return materials to proper areas in the library as required.
- Maintain a positive work atmosphere by behaving and communicating in a manner that promotes an effective working relationship with customers, co-workers and supervisors.
- Perform other duties as assigned.

Skills, Knowledge and Abilities Required

Knowledge of the principles and techniques of library science. Ability to use a computer and a variety of software packages. Ability to read, alphabetize and file according to standard conventions. Ability to communicate effectively, orally and in writing. Ability to handle cash accurately. Strong organizational skills. Ability to work alone with minimal supervision. Ability to work evenings and weekends. Ability to establish and maintain effective relationships with supervisors, co-workers and the general public.

Education, Certification and Experience Required

Requires high school diploma or equivalent. Requires previous computer experience. Previous library experience is preferred. An equivalent combination of education, training and experience may be considered.

FOR MORE INFORMATION, INTERESTED EMPLOYEES SHOULD CONTACT THE DEPARTMENT SUPERVISOR WHERE THE VACANCY OCCURS.

EMPLOYEES APPLYING FOR THIS POSITION MUST SUBMIT AN APPLICATION (obtainable from Human Resources) AND RESUME TO THE HUMAN RESOURCES DEPARTMENT BEFORE 5:00 P.M. ON **Wednesday, October 30, 2024**. IF THIS IS A UNION POSITION, THOSE REGULAR, FULL-TIME CITY OF BELLEVILLE EMPLOYEES ALREADY IN THAT UNION ARE GIVEN PRIORITY CONSIDERATION PER CONTRACT.

Director of Human Resources