

Altoona Public Library
1303 Lynn Ave.
Altoona, WI 54720
Title: Circulation Clerk

Job Objectives:

To make library materials available to the public through shelving and circulation procedures. To offer immediate, friendly assistance to customers and assist with basic library services. The library clerk provides circulation and technical processing of materials. The overall library objective is to provide information and materials to any and all community members in a timely, accurate and positive manner.

Essential Job Functions:

- 1) Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
- 2) Checks in deliveries of interlibrary loan materials.
- 3) Does keyboarding and filing.
- 4) Processes, withdraws, repairs, or reconditions library materials.
- 5) Shelves library materials and reads shelves.
- 6) Sorts and routs mail.
- 7) Assists with library programs and displays.
- 8) Does bibliographic checking.
- 9) Assists patrons with mechanical operations of library equipment.
- 10) Answers directional questions and refers patrons to appropriate personnel.
- 11) Performs other duties as assigned.
- 12) Assists with supervision of volunteers, and pages.
- 13) Performs library opening and closing procedures.

Critical Skills/Expertise:

- 1) Ability to effectively present information and respond to questions from patrons.
- 2) Ability to follow detailed instructions.
- 3) Ability to operate library business machines properly.
- 4) Ability to work independently, organize and prioritize work.
- 5) Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
- 6) Keyboarding and filing ability.
- 7) Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
- 8) Working knowledge of English grammar and spelling.
- 9) Working knowledge of library methods and procedures.

Job Standards:

- 1) High school graduate or equivalent.
- 2) Flexible work hours and availability to work nights and weekends.
- 3) Keyboarding and general office experience.

Equipment uses:

Computer workstation
Audiovisual equipment
Book truck
Calculator
Photocopier
Fax
Telephone

ADA concerns

The many facets of this position require that disabilities be of a partial nature. For example, filing and shelving of materials may not be possible from a wheelchair. An employee must be able to perform tasks related to bending, lifting, and reaching. Also of concern is the ability to communicate with a wide range of staff and clients in person and by telephone. Adaptive technology may address some aspects of communication that would enable the employee to operate the Circulation Desk alone if necessary.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination necessary to operate computers and various office equipment. The employee is occasionally required to climb, balance, stoop and crouch.

The employee must occasionally lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- Stands, walks and uses hands to perform tasks for the majority of the work day.

Manipulates loaded book cart weighing up to 200 pounds over carpeted floors. Reaches up or down to shelve or retrieve materials. Activities include stooping, bending, and lifting to carry materials or equipment weighing up to 30 pounds. Ability to climb 3-step ladders; lift, carry, and shelve library materials above the shoulders and below the knees. Manual dexterity and coordination required to process materials.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.