

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



Job Objectives:

The Circulation Clerk is expected to make library materials available to the public through consistent and accurate shelving and circulation processes and procedures. This position will offer immediate and friendly assistance to APL patrons, and will assist other staff with basic library services. The Circulation Clerk will be responsible for the physical processing of newly arriving materials. The overarching objective of the Circulation Clerk, and the entire library staff, is to provide information and materials to all members of the Altoona community and surrounding areas in a timely, accurate, and positive manner.

Essential Job Functions:

- 1) Performs circulation desk functions, such as checking in and checking out materials, providing library cards to new patrons, and providing other basic services to APL patrons.
- 2) Checks in deliveries of interlibrary loan materials.
- 3) Performs keyboarding and filing functions.
- 4) Processes, withdraws, repairs, or reconditions library materials.
- 5) Shelves library materials and performs periodic “shelf-reading” duties.
- 6) Sorts and routes mail.
- 7) Assists other library staff with developing and delivering quality public programs and displays.
- 8) Checks bibliographic records for accuracy.
- 9) Assists patrons who are trying to utilize library equipment (copier, computer, self-checkout, etc.).
- 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 relationships 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.

Commonly Used Equipment

- 1) Computer workstation
- 2) Audiovisual equipment
- 3) Book truck
- 4) Calculator
- 5) Photocopier
- 6) Fax
- 7) Telephone
- 8) Scanner

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, by telephone, and by email. Adaptive technology may address some aspects of communication that would enable the employee to operate the Circulation Desk alone if necessary.

Physical Requirements

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:

- 1) Reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel, or operate objects, tools, or controls, talk and hear.
- 2) Hand-eye coordination necessary to operate computers and various office equipment.
- 3) The employee is occasionally required to climb, balance, stoop and crouch.
- 4) The employee must occasionally lift up to 30 pounds.
- 5) 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.