

City of Altoona - Altoona Public Library

Position Description

Position Title:	Circulation Clerk	Department:	Library
Date:	March 2022	FLSA:	Non-Exempt
Position will remain open until filled.		Reports To:	Library Director

Purpose of Position

The purpose of this position is to make library materials available to the public through shelving and circulation duties and to assist with library programs and other library duties as assigned.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Processes incoming library materials; empties book drops; sorts library materials; discharges library materials on computer; organizes materials on carts to returned to shelves; sorts to / from delivery boxes; shelves materials, processes lost and damages materials.

Processes outgoing library materials; checks materials out to patrons; informs library patrons of due dates on borrowed items; monitors theft detection security gates; resolves security alarms.

Processes patrons in the library's automated computer system; issues library cards; receives payment for fines and fees; updates patron records; informs patrons of account status; enforces special rules or limitations as indicated by management.

Processes reserves lists; retrieves library materials from the stacks; routes materials to the requesting library or to the Altoona Public Library's reserve shelves; searches for missing items, as well as items that patrons claim to have returned but cannot be located.

Answers telephone to resolve circulation related issues; calls library patrons regarding missing items, missing contents, lost library items, directs patrons to lost & found.

Regular attendance and punctuality required.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Assists ill or injured patrons; dispenses first aid supplies; calls 911 emergency line; complete incident reports

Monitors and reports behavior that is in violation of Altoona Public Library policy or local, state, or federal law.

Performs minor repairs on returned damaged materials.

Assists the Director / Librarian(s) with maintaining a robust collection through regular removal of old and / or low-circulating materials from the shelves (weeding.)

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent, computer skills, one year of administrative or customer service experience. Experience working in a library setting is highly desirable.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards; Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information; Ability to classify, compute, and tabulate data.

Ability to utilize a variety of descriptive data and information such as Integrated Library System computer data; Ability to understand and utilize reports, time sheets, various library forms and reports, library policies and procedures, and computer software operating manuals.

Ability to provide through interpretation to patrons how to apply library circulation policies and procedures to specific situations under general supervision.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing routine functions involving standardized work with some choice of action.

Physical Requirements

Ability to operate a variety of office and library equipment such as a computer and peripheral equipment, barcode scanner, self-check machine, automated check-in/check-out equipment, book theft detection equipment, telephone, calculator, and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as removing items from shelves, carrying and shelving library materials at floor level up to 90" high.; ability to sit and rise from the floor; bending and reaching for multiple tasks.

Ability to exert moderate physical effort in moderately physically demanding work, which may involve sitting, standing, walking, lifting, carrying, bending, twisting, turning, pushing, pulling, reaching, climbing, balancing, kneeling, and crouching.

Ability to lift 50 pounds; ability to push and pull objects weighing 300-400 pounds on wheels.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

Ability to work under conditions which require exposure to adverse environmental factors such as irate individuals, individuals involved in criminal acts, sick or injured individuals, and/or dust. This exposure may cause some discomfort and presents a risk of injury.

EOE/ADA

The City of Altoona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.