



# Circulation Clerk

## Position Description

### Oberlin Public Library

Last Update 4/2024

**DEPARTMENT:** Circulation  
**REPORTS TO:** Circulation Team Leader  
**FLSA:** Non-Exempt  
**RANGE:** 2 (Clerk)

### **POSITION SUMMARY**

Under direct supervision, checks in and out library materials, registers patrons for new accounts, and assists in shelving as needed.

### **DUTIES**

Duties listed are meant to illustrate the type of work performed; omission of a duty on this list does not exclude it from assigned tasks.

1. Assists patrons in checking out library materials.
2. Processes returned library materials, including from the exterior return box, and checks the condition of items for possible repair/replacement.
3. Registers patrons for new cards and collects fines and fees as applicable.
4. Answers directional questions both in person and over the phone.
5. Performs opening and closing procedures as directed to maintain the usability and security of library spaces.
6. Uses standard workspace hardware and software, including the library's ILS system, staff email, and online calendar(s).
7. Exhibits working knowledge of library policies, procedures, and operations.
8. Demonstrates a positive attitude and supports library goals and objectives.
9. Performs additional duties as assigned.

### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent
- Ability to place materials in alphabetical and numerical order
- Ability to calmly and professionally provide excellent customer service
- Ability to handle confidential information with discretion

### **PREFERRED QUALIFICATIONS**

- College credits and/or experience working in a public library

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Ability to operate standard office equipment, daily
- Ability to lift and move up to 20 pounds, daily
- Ability to push book trucks with up to 100 pounds of materials on them, daily
- Ability to perform repeated reaching, bending, climbing and squatting, daily
- Ability to sort and file materials accurately in alpha-numeric order
- Ability to grip, lift, and move items from shelving ranging from the floor to approximately 9 feet
- Requires availability for extended hours as needed
- Requires working in a team setting
- Requires evenings and weekends
- Requires periodic participation and attendance at events and trainings

**Oberlin Public Library is an Equal Opportunity Employer. In addition, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.**