

Silver Lake Public Library – Job Description

Job Title: Circulation Librarian; supervised by Library Director

Overview : The major responsibility of all Silver Lake Library employees is to provide excellent customer service to each library visitor. The Library's Service Policy is based on the people-oriented values of the organization.

Key Responsibilities:

- Greets and assists library visitors
- Provides basic reference service
- Provides basic reader advisory service
- Assists patrons with use of library equipment
- Charges and discharges library materials through the automated circulation system
- Cleans and inspects library materials for damages
- Replaces library materials on shelves in appropriate areas
- Shelf reads circulating materials and cleans shelves
- Assists with preparing requested materials for patrons
- Answers telephone and directs calls
- Keeps statistical data for reports
- Collects and records income as appropriate
- Assists with opening and closing procedures
- Performs other duties as assigned

Essential Knowledge, Skills and Abilities:

- Basic knowledge of library clerical procedures and practices
- Good knowledge of the English language
- Basic math skills including addition, subtraction and ability to count money and make change
- Basic computer skills including typing, data entry, familiarity with Microsoft Office products
- Good ability to understand and follow written and oral instructions
- Good ability to pay attention to detail
- Good ability to establish and maintain effective working relationships with co-workers and the general public

Qualifications:

- Must be at least 16 years of age

- Must be people- focused
- Must meet the following physical requirements –
 - Talk, hear, walk, stand, sit and lift 10 lbs on regular basis
 - Stoop, kneel, lift 25 lbs occasionally
 - Close and distance vision and ability to adjust focus
 - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Hours and Benefits:

- Part-time position less than 15 hours a week **OR**
- Regular part-time position less than 40 hours but not less than 15 hours in week
- Includes evening and weekend hours
- Sick leave prorated hours earned each month for regular part-time position
- Vacation hours for regular part-time position