



## Job Opening Circulation Clerk

<b>Job Title:</b>	Circulation Clerk (1 position available)	<b>Location:</b>	Millersville Public Library 1174 Louisville Highway Goodlettsville, Tennessee 37072
<b>Department/Group:</b>	Sumner County Libraries	<b>Position Type:</b>	Part-time (16-20 hours per week)
<b>Date posted:</b>	January 23, 2019	<b>Posting Expires:</b>	Until filled
<b>External posting URL:</b>	<a href="http://www.sumner.tn.gov/Links/Resources/Job_Openings">http://www.sumner.tn.gov/Links Resources/Job Openings</a>		
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> <a href="mailto:mpl.librarymanager@gmail.com">mpl.librarymanager@gmail.com</a>	<b>MAIL:</b> Millersville Public Library of Sumner County Attn: Library Manager 1174 Louisville Highway Millersville, TN 37072		
<b>SUBJECT LINE:</b> Attention: Manager RE: Circulation Clerk			
<b>Job Description</b>			
<p>The employee will perform library clerical work associated with the functions of a library. This requires the employee to use the library database and to maintain the proper organization and distribution of library materials. Work will involve initial contact and communication with library patrons and guests and will be performed according to well-defined procedures.</p> <p><i>RESPONSIBILITIES</i></p> <p>The Library Clerk's primary role is a library representative working mostly at the Circulation Desk in order to efficiently serve all patrons and guests. Examples of library clerk responsibilities include, but are not limited to, these tasks:</p> <ul style="list-style-type: none"> <li>• Assist library patrons and guests with locating materials and with their use of computers</li> <li>• Check library books and materials in and out of the library</li> <li>• Explain borrowing procedures to library patrons</li> <li>• Issue borrowers new library cards</li> <li>• Collect fines and complete monetary transactions</li> <li>• Shelf library materials according to the Dewey Decimal System</li> <li>• Assist in the physical upkeep of materials, i.e. cleaning and making minor repairs</li> <li>• Answer telephone calls, transfer calls and provide information to callers</li> <li>• Tally numerical totals for record keeping purposes</li> <li>• Operate office machinery such as the photocopier, fax machine, and computer</li> <li>• Use computer applications such as spreadsheets, word processing, calendar, and e-mail</li> <li>• Cooperate as a team member with all library staff</li> </ul> <p><i>Minimum Qualifications</i></p> <p>Possession of a high school diploma or a high school equivalency diploma.</p> <p><i>Preferred Skills</i></p> <p>The ideal candidate will have the ability to understand and follow both verbal and written instructions, the ability to effectively speak and write, and the ability to establish and maintain effective working relationships with co-workers, library patrons and the general public. Additionally, the ideal candidate will be self-motivated and able to use initiative and independent judgment. The candidate must have the stamina for extended periods of walking, standing, sitting, bending, stooping and kneeling. The candidate must be willing to assume additional responsibilities as needed to assist in maintaining and operating the library. The candidate must be willing to work evenings and Saturdays.</p>			