



Job Opening Circulation Clerk

Job Title:	Circulation Clerk (1 position available)	Location:	Millersville Public Library 1174 Louisville Highway Goodlettsville, Tennessee 37072
Department/Group:	Sumner County Libraries	Position Type:	Part-time (16-20 hours per week)
Date posted:	August 26, 2020	Posting Expires:	Until filled
External posting URL:	http://www.sumnercountytn.gov/Links Resources/Job_Openings		

Applications Accepted By:

E-MAIL:
mclark@sumnercountytn.gov
SUBJECT LINE:
RE: Circulation Clerk

MAIL:
Millersville Public Library of Sumner County
Attn: Library Director
1174 Louisville Highway
Millersville, TN 37072

Job Description

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.

RESPONSIBILITIES

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:

- Assist library patrons and guests with locating materials and with their use of computers
- Check library books and materials in and out of the library
- Explain borrowing procedures to library patrons
- Issue borrowers new library cards
- Collect fines and complete monetary transactions
- Shelf library materials according to the Dewey Decimal System
- Assist in the physical upkeep of materials, i.e. cleaning and making minor repairs
- Answer telephone calls, transfer calls and provide information to callers
- Tally numerical totals for record keeping purposes
- Operate office machinery such as the photocopier, fax machine, and computer
- Use computer applications such as spreadsheets, word processing, calendar, and e-mail
- Cooperate as a team member with all library staff

Minimum Qualifications

Possession of a high school diploma or a high school equivalency diploma.

Preferred Skills

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.