

Maywood Public Library District
Job Description

Position Title: Circulation Clerk

Position requirements: Non-exempt

Reports to: Library Director/Circulation Manager

Essential Functions: Responsible for the routine application of circulation procedures, with emphasis on public service.

Responsibilities/Duties:

- Transacts circulation of materials including checkout and check in
- Accepts and processes patron registration applications
- Assists patrons with library account information including the explanation of circulations rules
- Collects money for fines, fees and lost materials and records amount properly.
- Assists with the flow of items and requests for materials
- Processes Interlibrary Loan materials
- Responsible for reserve shelf maintenance including contacting patrons for hold pickups and removing expired holds from shelf
- Answers telephone and routes calls when necessary
- Searches shelves for materials
- Attends pertinent workshops and meetings as assigned
- Performs other tasks as assigned

Qualifications for appointment:

- High school diploma
- One year library or public service experience
- Basic computer skills
- Commitment to providing excellent customer service
- Ability to exercise judgment/discretion when dealing with public/staff
- Available to work evening and weekends as schedule requires
- Ability to work as a member of a team
- Must be able to bend & stoop, reach up to 70", remain stationary for extended periods of time, and lift up to 50 lbs. with or without reasonable accommodation