



Position Announcement

Circulation Clerk

(Part-Time, 18 hours per week)

Are you looking to work at a service-focused library dedicated to connecting the community to knowledge, ideas, and information in meaningful and impactful ways?

If so, consider coming to work with us as a Circulation Clerk and join our Material Services Team. This is a part-time position (18 hours/week).

Under the supervision of the Circulation Manager, this employee serves as the Circulation Clerk. The Circulation Clerk is responsible for providing excellence in customer service whether at the front desk or Drive-Up Window, manages switchboard, processes library cards, accepts payments, checks in/out materials, and has a working knowledge of all library policies/procedures. Ability to deal effectively with routine and non-routine issues with minimal supervision. Specific responsibilities/functions will be assigned by the Circulation Manager on the basis of experience, skills, and specific needs of the department.

The pay range for this position is \$14.43-\$16.00/hour depending on qualifications.

Essential Functions and Responsibilities of this position include:

- Processes Intra-library loan material (in-transit) and holds daily.
- Manages the switchboard and directs calls in a friendly manner.
- May participate in library-wide workgroups.
- Participates in relevant training, continuing education and/or professional development.
- Assumes responsibility for opening and closing the department.
- Provides passport services as a passport agent.
- Performs other duties as assigned.

Education/Experience/Qualifications

- High School Diploma or GED required; some college preferred.
- Minimum one year library experience preferred or relevant experience in an office environment.

Knowledge, Skills and Abilities

- Ability to sit, walk, stand, bend, and stoop on an occasional basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and ability to reach overhead.
- Ability to lift up to 25 lbs. on an occasional basis.
- Successfully handles multiple tasks and projects simultaneously.
- Communicates effectively in person, by telephone and in writing, with staff, and the public.
- Works independently and prioritizes tasks to meet deadlines.
- Familiarity with a variety of library machines, such as self-checkouts, copy machines, receipt printers, and cash register, etc.
- Adaptable to changes in existing practices, library routines, and workflows.
- Excellent interpersonal skills and ability to maintain and foster cooperative, courteous working relationships with a multicultural/multigenerational staff and patron population.
- Can listen, analyze, problem solve, and exercise good judgment when handling both routine and non-routine issues.
- Can operate a personal computer; has knowledge of ILS software and MS Office (Word, Excel, Outlook).
- Available to work evenings and weekends as needed.

To apply, please submit your resume or application to hr@glenviewpl.org.

Link to application form can be found here:

[Careers | Glenview Public Library \(glenviewpl.org\)](https://glenviewpl.org/careers)

Please reference position code MS CIRCCLERK 1123

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