

North Wales Area Library

Position: Circulation Clerk

Supervisor: Director

Schedule – Full time: approximately 40 hours per week, some Saturdays and evenings required

Requirements: Enthusiastic, innovative and energetic Library professional. Must possess a high school diploma or GED, be computer literate, and have 1-4 years of previous work experience. Both Act 33 and Act 34 clearances are required. Possess a valid driver's license.

Summary:

A circulation clerk is responsible for administrative and daily operating functions

Essential Functions:

- A. Assist circulation staff and volunteers to insure a smooth, friendly and highly professional operation
- B. Fill any unscheduled vacancies, in addition to the regular work schedule-including nights and week-ends. Maintain circulation staff schedule.
- C. Serve as an resource providing informational searches for patrons
- D. Train staff and patrons on upgrades/changes to ILS, ebooks, and databases (Overdrive & Libby)
- E. Monitor and respond to librarian@nwal and holds@nwal email
- F. Process Overdrive access for Library members
- G. Review all membership forms-confirming information, process memberships to MCNPL
- H. Solve patron account and fine disputes/issues
- I. Provide Library users with basic technology assistance (computers and printing)
- J. Attend meetings and training for the Library ILS System as well as general educational sessions provided through national, state and county library systems
- K. Maintain Access PA and county Inter-Library Loan requests
- L. Keep Mandated Reporter certification up to date
- M. Develop useful projects for work study students, reviewing progress, and results
- N. Other duties as assigned by Director

Dress Code: Business casual – no shorts or T-shirts