

**WOODSTOCK PUBLIC LIBRARY
INTERNAL JOB POSTING 2020-03**

Circulation Clerk: Part-time (Permanent)

DATE: August 14, 2020
CLASSIFICATION: Circulation Clerk
JOB TITLE: Circulation Clerk
REPORTS TO: Supervisor, Circulation Services

QUALIFICATIONS:

1. Secondary School Diploma
2. Good oral communication skills
3. Good customer service skills
4. Basic keyboarding ability

NATURE OF POSITION:

1. Checks-out circulating library materials to registered borrowers.
2. Checks-in borrowed library materials when returned, prepares for re-shelving and checks for damage.
3. Checks shelves for "lost" items.
4. Collects payment for fines, fees and the sale of merchandise.
5. Notifies registered borrowers of fines and fees owing.
6. Registers new borrowers and collects fees as required.
7. Creates, updates and modifies borrower registration and circulation records.
8. Reserves library materials for registered borrowers and notifies registered borrowers of the availability of reserved materials and materials acquired through inter-library loan.
9. Shelves available holds and removes expired holds.
10. Answers requests for information by registered borrowers as to the status of their circulation records.
11. Performs receptionist duties including answering and redirecting telephone calls as appropriate and providing orientation and directional information to the public.
12. Answers public inquiries concerning the policies and procedures of the library related to the circulation of library materials and the registration of borrowers.
13. Performs tasks related to the opening and closing of library facilities to the public including locking and unlocking doors, notifying members of the public of the closing of the facility, turning lights, equipment and alarms on and off and removing materials from the after hours book drop.
14. Attends departmental staff meetings.
15. Performs related duties as assigned.

WORKING CONDITIONS:

Usual office environment. Frequent contact with the public. Moderate physical effort required including handling of materials of moderate weight; pushing and pulling of carts. Frequent use of equipment such as keyboards, requiring speed and accuracy for short durations of time.

SALARY RATE AND RANGE: \$29.85/hour to \$32.58/hour (2020 rates)

REPORTS TO: Supervisor, Circulation Services

APPLICATION DEADLINE: August 24, 2020, at 4:00 pm

Interested persons are requested to submit a cover letter and resume, quoting the job posting number to:

Lori Peixoto
Administrative Assistant
Woodstock Public Library
445 Hunter Street
Woodstock ON N4S 4G7
lpeixoto@mywpl.ca

