

**WOODSTOCK PUBLIC LIBRARY
INTERNAL/EXTERNAL JOB POSTING 2021-02**

Circulation Clerk: Part-time (Permanent)

DATE: February 16, 2021

JOB TITLE: Circulation Clerk

HOURS OF WORK: Not to exceed twenty four (24) hours per week
Schedule is subject to change and is not negotiable
May include evenings, Saturdays, and Sundays

NATURE OF POSITION: Reporting to the Supervisor, Circulation Services, the Circulation Clerk performs duties at the circulation desk pertaining to the circulation of library materials, patron registration, and the collection of fines and fees.

QUALIFICATIONS:

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

DUTIES AND RESPONSIBILITIES:

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)

APPLICATION DEADLINE: 4:00 pm, February 25, 2021

This is a bargaining unit position, CUPE Local 1146-Library Unit. Library Unit employees will first be given consideration for this vacancy followed by other applicants.

Interested persons are requested to submit a cover letter and resume to:

Noelle Carr-Rivard
Supervisor, Circulation Services
Woodstock Public Library
445 Hunter Street
Woodstock ON N4S 4G7
ncarr-rivard@mywpl.ca

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

The Woodstock Public Library Board is an Equal Employment Opportunity Employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.