

Position Description

Lac La Biche County Library Board



Job Title: Circulation Clerk

Date: May 2007

Revision: Dec 2020

A. Position Summary

Under the direct supervision of the Library Director or their designate this position performs Circulation, and Front Desk Services.

B. Key Responsibilities

Key responsibilities are intended to reflect key areas of assignment but may not reflect all tasks that may be required in performance of these functions.

1. Provides Front Desk Customer Service to Library Members

- Receives book donations, records and thanks library members.
- Processes book returns and records new loans.
- Answers public inquiries in phone, via e-mail and in person.
- Assists library members with computer usage.
- Assists library members in search for library materials.
- Accepts payments for replacement cards, lost and damaged items or donations.

2. Processes Interlibrary Loans

- Assists library members over the phone, via email and in person to arrange interlibrary loans.
- Assists and fills in for the Circulation Coordinator with preparation and distribution of interlibrary loan materials.

3. Performs General Duties

- Shelf reads the library collection as required.
- Shelves all library materials in an accurate manner.

- Assists in support activities as assigned for day-to-day library operations.
- Assists and fills in for the ILL Clerk with the unpacking and packing of library materials.
- Repairs materials from both libraries.
- Assists with the preparation of shipments to NLLS.
- Cataloguing and processing of new materials.
- Performs book repairs.
- Completes the daily “holds to fill list.”
- Ensures that all paper and cardboard recyclables are dealt with weekly.
- Reviews the book donations and sort items based on guidelines.
- Updates the booking spreadsheet on a daily basis.
- Provides assistance with programming and presentations as required.
- Works on weekly and monthly reports.
- Cleans computer monitors as required.
- Creates new kit bags and adds additional titles to the list as required.
- Works on special projects such as inventory, relabeling of materials or weeding of the collection.

4. Programming Duties

- Assists with other programs and services as required.
- Plans, organizes and presents assigned events.
- Contacts the schools to arrange library visits or promote library events as required.

C. Supervision

Direct: None

D. Qualifications

Education: Grade XII or equivalent education

Experience: Office or customer service experience preferred and must be bondable

License(s)/Certificate(s)/Professional Membership(s): None

Knowledge, Skills, Abilities, and Competencies

- Basic knowledge of Microsoft Office, Internet and computers.
- Demonstrated ability to learn and apply knowledge of library specific software.
- Demonstrated ability to maintain strict confidentiality.
- Demonstrated ability to communicate and cooperate effectively with others, demonstrating team membership skills.

- Demonstrated attention to detail and accuracy.
- Demonstrated ability to work independently and prioritize tasks effectively.
- Demonstrated ability to use good judgment and problem-solving skills.

Physical Effort/Strength Required

- Intermittent use of computer
- Ability to lift up to 50 pounds

E. Privacy and Security

Demonstrates awareness of and adherence to all policies, maintaining confidentiality and respecting privacy at all times.

F. Authorization

**Library
Director**

Date:

Incumbent:

Date:

(I have received a copy of this Position Description)
